



# Part-time Breakfast Club Assistant

# Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence, and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Sir Steve Lancashire**

**Chief Executive, REAch2 Academy Trust**



# Letter from Miss Helen Bye, Headteacher, Scientia Academy REAch2 Academy Trust

Dear Candidate

Scientia Academy is a two-form entry primary school providing a part time morning and afternoon Nursery. We offer a friendly and stimulating environment, where children are encouraged to become confident, caring, articulate and independent learners on their journey to secondary education and use their abilities to the full. We provide a calm and happy atmosphere and set high standards of respect, courtesy, hard work and achievement for all children and adults.

The school is equipped with modern purpose built classrooms, state of the art ICT suite and 4D cinema an extensive library, art and craft rooms in an expertly designed learning environment. We offer extended school services, which include Breakfast and After School Clubs. Enriching the curriculum as much as possible through educational and residential trips, visiting speakers and professionals drawing upon the local and wider community. Parents are encouraged to become actively involved in their children's learning through regular coffee mornings, termly review days.

We are very proud of the social and cultural diversity of our school. The children and staff come from a variety of backgrounds and cultures and we aim to celebrate the richness that this brings to the school. This diversity is reflected in our curriculum, our policies and procedures and our school environment.

At Scientia the staff are committed to provide excellence in teaching and learning for every child in our school. We are looking for people who will bring these traits to our school as well as complementing the collegial atmosphere that already exists here at Scientia. If you feel that Scientia is the right type of environment for you then we would love to hear from you.

**Miss Helen Bye**

**Headteacher, Scientia Academy REAch2 Academy Trust**

## Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses and continually seek to make improvements.



REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)

## The role

**September 2021 start**

**Breakfast Club Assistant**

**Location** – Scientia Academy, Mona Road, Burton on Trent, DE13 0UF

**Employer** - Reach2 Academy Trust

Part-Time – Permanent Post

**Salary** – SP 1 NJC Pay scale: £9.25 per hour + top up to Real Living Wage

**About The Role:**

Scientia Academy is a two-form entry school for children aged 3 -11 years old. Our latest Ofsted Inspection judges the school to be 'Good' overall. We have a strong, passionate and committed leadership team whose vision is shared with the rest of the staff.

We are looking to appoint a caring and enthusiastic Breakfast Club Assistant who will provide a clear focus for play and learning activities and provide a warm and welcoming environment to children attending our Breakfast Club.

This is an exciting opportunity; we look forward to receiving your application.

# The application

Please return your completed application form (indicating which post is of interest to you) to Marion Chimenes, School Business Manager, Scientia Academy, Mona Road, Burton on Trent, DE13 0UF or email [marion.chimenes@scientia-academy.org.uk](mailto:marion.chimenes@scientia-academy.org.uk) Tel: 01283 248 113

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the [online Equality & Diversity monitoring form](#).

## Additional Information

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check and satisfactory written references.

Scientia Academy is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

The application process and timetable

Application deadline:	Wednesday 18 <sup>th</sup> August 2021
Interviews:	Week commencing 23 <sup>rd</sup> August 2021
Contract:	Part-time Permanent post
Salary:	SCP 1 NJC Pay scale: £9.25 per hours + top up to Real Living Wage
Job starts	01 <sup>st</sup> September 2021

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

## Job Description

**Post:** Breakfast Club Assistant

**Salary:** SP 1 NJC Pay scale

**Responsible to:** Head teacher

### Job purpose

The post holder will assist with the running of the Breakfast Club.

To maintain a safe and stimulating environment and to assist with developing opportunities which encourage our children's social, physical, intellectual, creative and emotional development through play.

### Resources

- Setting up and clearing away equipment, toys and craft materials.
- Ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.

### Specific responsibilities

- Supervise our children during Breakfast Club sessions.
- Set up, prepare and ensure breakfasts are provided for our children.
- Maintain attendance registers/accidents records/safeguarding concerns.
- Ensure all equipment is cleared away at the end of every session.
- To ensure the provision offers a safe and stimulating environment.
- To work face to face with children registered with the Club.
- To carry out light domestic duties.

### Skills and abilities

- The ability to communicate, influence, motivate and engage with a wide range of children.
- Good general interpersonal, organisational and communication skills.
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection.

### General

- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.



- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***



## Person Specification

Essential Criteria	Essential
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Literacy and Maths/Numeracy or GCSE Grade C/Grade 4 equivalent</li> </ul>	✓
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and to adults</li> <li>• Good organising and prioritising skills</li> </ul>	✓
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	✓

**Other Job Specific Requirements**

- Promote the ethos of the school
- Commitment to Reach2’s Equal Opportunities Policy and Acceptance of their responsibility for its practical application.
- Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.

**Disqualifying Factors**

- Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Reach2’s Equal Opportunities Policy
- An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate

I have read and understand my job description.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

\_\_\_\_\_  
Headteacher Signature

\_\_\_\_\_  
Date

All the above attributes will be verified via references which will be followed up prior to appointment.