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**ROLE**

**Playworker**

**Recruitment Pack**

# **Contents**

* Welcome Letter – Libby Nicholas, CEO
* Welcome Letter, Catherine Skinn
* Astrea Academy Trust
* Astrea Academy Trust Ethos
* Astrea Academy Trust Family
* Job Description
* Person Specification
* Child Safeguarding Policy
* Explanatory Notes
* How do I apply?

# **Welcome Letter**

Dear Candidate,

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

This is a hugely exciting time for our family of academies. 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 academies. 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 currently has academies based across South Yorkshire and includes academies at various stages of development. As a Trust, we are clear about the importance of achieving long term sustainability for our academies. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our Academies.

Employees within Astrea belong to a community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit can demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their academy 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.

**Libby Nicholas**  
Chief Executive, Astrea Academy Trust



**A Warm Welcome, from Catherine Skinn, Principal, Kingfisher Primary**

Dear Applicant,

Playworker

Thank you for your interest in the above vacancy at Kingfisher Primary. We are looking to appoint two Playworkers.

We have a comprehensive induction programme that will help you settle quickly into our school. As a school striving for excellence, we do expect all staff to continue to develop professionally and as such, a wide range of opportunities are available for professional development. The role and responsibility of our Playworkers is set out in the attached job description.

I do encourage you to visit the school as you will find a calm and positive learning environment where children are very well behaved and keen to learn. The school is continuing to improve rapidly and is looking for enthusiastic, innovative and skilled practitioners to join our highly motivated, friendly and supportive team.

If you are interested in joining us at this exciting time and would like to find out more, please contact the school office to make an appointment to visit. I will be happy to either speak to you or show you around and answer any questions that you may have.

* Please return all completed forms to the school by 12:00 noon on Monday 18th November 2019. We will be unable to short-list late forms.
* Short listing will take place on Monday 18th November 2019 and successful candidates will be contacted.
* Interviews will take place on Friday 22nd November 2019. I look forward to receiving your application form.

Yours sincerely

Catherine Skinn

Principal



**Astrea Academy Trust**

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure Astrea reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Our approach is to ensure school improvement – including the successful improvements that have been achieved so far in many of our academies that have joined the Trust as sponsored academies.

Astrea benefits from the involvement of leading educationalists, including our board member Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.

**Astrea Academy Trust Ethos**

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, school and Trust progress and as a guide to inform the direction of change.

### **Responsibility and Leadership**

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

### **Enjoyment and Innovation**

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

### **Aspiration and Development**

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Reachthestars**

### **Collaboration and Inclusion**

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

### **Honesty and Integrity**

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

**You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website:** https://astreaacademytrust.org/

**Astrea Academy Trust Family**

**Academies currently within Astrea Academy Trust:**

* Astrea Academy Dearne, Barnsley
* Astrea Academy Sheffield, Sheffield
* Astrea Academy Woodfields, Doncaster
* Atlas Primary Academy, Sheffield
* [Byron Wood Academy](http://reach4.org.uk/schools/listing/byron-wood), Sheffield
* [Carrfield Primary Academy](http://reach4.org.uk/schools/listing/carrfield-primary-academy), Rotherham
* [Castle Academy](http://reach4.org.uk/schools/listing/castle-academy), Doncaster
* Cotton Village College, Cambridgeshire
* [Denaby Main Primary Academy](http://reach4.org.uk/schools/listing/denaby-main-primary-academy), Doncaster
* [Edenthorpe Hall Academy](http://reach4.org.uk/schools/listing/edenthorpe-hall-academy), Edenthorpe
* Ernulf Academy, Cambridgeshire
* [Gooseacre Primary Academy](http://reach4.org.uk/schools/listing/gooseacre-primary-academy), Rotherham
* [Greengate Lane Academy](http://reach4.org.uk/schools/listing/greengate-lane-academy), Sheffield
* [Hartley Brook Primary Academy](http://reach4.org.uk/schools/listing/hartley-brook-primary-academy), Sheffield
* [Hatfield Primary Academy](http://reach4.org.uk/schools/listing/hatfield-primary-academy), Sheffield
* [Hexthorpe Primary Academy](http://reach4.org.uk/schools/listing/hexthorpe-primary-academy), Doncaster
* [Highgate Primary Academy](http://reach4.org.uk/schools/listing/highgate-primary-academy), Rotherham
* [Hillside Academy](http://reach4.org.uk/schools/listing/hillside-academy), Doncaster
* Intake Primary Academy, Doncaster
* Kingfisher Primary, Doncaster
* Longsands Academy, Cambridgeshire
* [Lower Meadow Primary Academy](http://reach4.org.uk/schools/listing/lower-meadow-primary-academy), Sheffield
* Netherwood Academy, Barnsley
* St. Ivo Academy, Cambridgeshire
* The Centre School, Cambridgeshire
* [The Hill Primary Academy](http://reach4.org.uk/schools/listing/the-hill-primary-academy), Rotherham
* Waverley Primary Academy, Doncaster

**Job Description**

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**Job title: Playworker**

**Responsible to: Learning Mentor**

**Hours: 11.30am to 1.00pm Monday to Friday during term time.**

**Rate of pay: Grade 5; £3,166 - £3,294**

**Please note that this post will be subject to enhanced Criminal Record Bureau checks.**

**Purpose of the post: To work as part of a team of Playworkers, to support the provision of play opportunities appropriate for children and young people with a wide range of abilities and interests. This means contributing positively in providing safe, creative and challenging play activities which will meet the needs of all children at lunchtimes.**

**Main Tasks:**

**1. To support the Learning Mentor in the overall running of the play session and in maintaining a warm and caring environment.**

**2. To work within Kingfisher agreed policies and procedures (which include equality and diversity, safeguarding, health and safety) and to ensure that they are put into practice.**

**3. To actively promote equal opportunities and challenge discrimination.**

**4. To work on a 1:1 or with small groups, facilitating their inclusion in all activities.**

**5. To be proactive in planning the creative play activities and opportunities for up children each lunchtime, ensuring that activities are designed to allow all children to participate at their own level.**

**6. To actively lead activities.**

**7. To effectively communicate information provided by staff regarding children individual needs to all team members as appropriate and to work towards the participation of each child in the lunchtime activities. To communicate clearly and sensitively with all children.**

**8. To meet the basic care needs of the children, including the provision of lunch, and keeping a high standard of hygiene.**

**9. To administer first aid where appropriately trained.**

**10. To maintain a safe and non-prejudiced environment for the children to play in and to report any accidents or incidents to the Learning Mentor.**

**11. To support volunteers within the team in working with children, being sensitive to the role of volunteers and working with the Playworkers to provide particular support as necessary.**

**13. To understand the administration systems for the session (including accident/incident records, and procedures for administering medical treatment).**

**14. To be responsible for the use of equipment and materials and their safe storage in a clean and orderly state. To inform the Learning Mentor of any concerns regarding equipment and materials.**

**15. To attend staff training where appropriate.**

**16. To participate fully in all end of session including clearing up, and assisting children in the use of resources where appropriate.**

**18. To fulfil any other duties considered reasonable as directed by the Learning Mentor**

**Person Specification**

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

PERSON SPECIFICATION: PLAYWORKER.

|  |  |  |
| --- | --- | --- |
| **Attributes** | **Requirement** |  |
|  | **Essential** | **Desirable** |
| **Qualifications and Experience** | * working with children related, youth related or teaching discipline. | * Safeguarding Children * First Aid * NVQ level 2 in Childcare, Playwork or equivalent |
| **Knowledge** (Knowledge, abilities, skills, experience) | * Have a working knowledge and direct experience of working with young people or children. * An understanding of the importance of creating play environments which are child or young people led. * An understanding and appreciation of the differing needs and abilities of children. * An understanding of inclusion in children’s activities. * Commitment to Equality of Opportunity and Diversity | * Experience in coordinating and planning play opportunities. * Experience of working with local communities. |
| **Skills and Abilities** | * Ability to prepare, plan and assess effectively. * Good organisational skills * Ability to prioritise and manage time effectively. * Ability to communicate effectively and appropriately both verbally and in writing with a range of people including: children, parents and members of staff. * Ability to lead on the creation and delivery of innovative play opportunities for children and young people. * Ability to work with and motivate others in the team. * Be patient, tolerant, creative and imaginative | * Experience and confidence in using a range of computer programmes, including Microsoft Office or similar product. * Ability to act on own initiative. * Leadership and motivational ability. * Ability to prioritise and make decisions |
| **Work-related Personal Requirements** | * Suitability to work with children. * Fun approach to inspiring children’s play. * Ability to relate to a wide range of people. * Commitment to the development of play opportunities for children of all   abilities | * Adaptable and willingness to embrace challenges |

# **Child Safeguarding Policy**

# The Trust is committed to Safeguarding and Promoting the Welfare of all its students. Each student’s welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

# We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our students.

**The Trust’s Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.**

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

* Providing a safe environment for children and young people to learn in education settings; and
* Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting’

*Safeguarding Children and Safer Recruitment in Education DfES 2007*

The Trust pays full regard to DfES guidance ‘Safeguarding Children and Safer Recruitment in Education’ Jan 2007. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit [http://Astrea.org.uk/about-us/statutory-documents/](http://reach4.org.uk/about-us/statutory-documents/) for the full policy.

**Explanatory Notes**

Applications will only be accepted from candidates completing the Trust’s Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

**Safeguarding Children and Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

* Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
* Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
* If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
* Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

**Interview Process**

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

* Documentary evidence of right to work in the UK
* Documentary evidence of identity that will satisfy DBS requirements
* Documentary proof of current name and address
* Where appropriate any documentation evidencing change of name
* Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate’s ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

* Motivation to work with children and young people
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people
* Emotional resilience in working with challenging behaviours
* Attitudes to use of authority and maintaining discipline

**Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

* Verification of right to work in the UK
* Receipt of at least two satisfactory references (if these have not already been received)
* Verification of identity checks and qualifications
* Satisfactory Enhanced DBS Check
* Verification of professional status such as QTS Status, NPQH (where required)
* Satisfactory completion of a Health Assessment
* Satisfactory completion of the probationary period (where relevant)
* Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**How can I Apply?**

This is an exciting and very rewarding role and we look forward to receiving your application.

**Please complete the Application Form which is available together with this document** Astrea Academy Trust has an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete and return the Equal Opportunities Monitoring form separately with their application.

**Please send your completed Application Form to**

**Name:** **Lynne Allen** **Position: Office Manager**

**Contact:** [**Lynne.Allen@astrea-kingfisher.org**](mailto:Lynne.Allen@astrea-kingfisher.org) **or 01302349275**

**The Application Process**

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.