



**St Matthias CE Primary School**

**Application Pack for  
Part-time Play worker**





## Contents

Welcome	3
Our Background	4
Our Vision	5
Working in partnership	6
Job Description	7
Person specification	8
Application Process	9

Primary Advantage is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.



## Welcome

Dear Applicant,

Thank you for your interest in applying for a post in one of our federated schools. I hope this pack supports you in finding out more about us. The pack includes some background information about St Matthias and the federation, information about the application process and the job description.

**The closing date for this application is: Monday 12th March 2018 @ 9.30am**

**The interview date for shortlisted candidates is: Monday 19th March 2018**

Primary Advantage is a federation of eight schools in Hackney. Our schools are exciting places with high expectations which promote innovation and excellence. We offer:

- high quality professional development to support employees continued growth;
- the unique opportunity to be part of a community of staff who regularly share best practice and learn from each other;

a wide range of leadership development opportunities across November 2017.

If you have any questions or would like to arrange a visit, please contact Leanna Boyce on 0207 254 11148. Please send completed application forms to [lboyce@st-matthias.hackney.sch.uk](mailto:lboyce@st-matthias.hackney.sch.uk).

If you are an energetic team player and committed to helping children make progress in every lesson, everyday, we would like to hear from you.

Kind regards,

Orlene Badu  
Headteacher



## Our Background

St Matthias is a one and half form entry school with a nursery and 261 children on roll.

We are a “Good” school (OFSTED September 2013), that now has its sights firmly set on becoming an Outstanding school with the desire and motivation to ensure all our children achieve the highest possible standards, due to excellent staff with the determination to ensure no child is left behind.

Our school is located in Stoke Newington, Hackney and is a short walk from Dalston Kingsland Station. The school serves a richly diverse community that is founded upon and promotes Christian teachings and values.

Our school enjoys an active partnership with the St Matthias local parish church and the LDBS.



## Our Vision

St Matthias provides a safe and happy environment for all of our children and staff to learn, develop and excel in their academic and social education. We believe that our children have to be supported to achieve and prepare for their lives ahead. We instil the values and care needed to ensure they become responsible, confident and capable members of society.

Our Christian ethos is underpinned by the principle of 'Love Thy Neighbour' and children are encouraged to love themselves and others to ensure respect for all and the right to knowledge.

We believe that it is imperative that all children have the necessary skills and attitudes to equip them for an unknown but prosperous future that allows them to make positive choices about their own lives. We offer a consistent approach to learning to ensure they have the skills necessary to apply to a variety of situations.

At St Matthias we are all here to learn.

# Working in Partnership

## PRIMARY ADVANTAGE FEDERATION

St Matthias CE Primary School is a part of the Primary Advantage Federation.

We are a group of schools working together because we believe our schools can gain many benefits from working collaboratively and can achieve more by working together. We have made a commitment to a shared responsibility to the wider education community, the provision of good quality education and the improvement of life chances for pupils in the community beyond that of our own schools. Teachers, support staff, school leaders and Governors have added expertise in working alongside colleagues to improve provision and outcomes for pupils.

### WHAT IS OUR APPROACH?

- We work in partnership, pooling our expertise and resources in order to achieve collectively what we may not be able to achieve individually
- We believe passionately in improving the life chances for our pupils
- We do not tolerate low expectations
- We match tried and tested strategies that we know work to the needs of the schools and use our experience of supporting schools in successfully implementing them
- We promote a **collaborative approach** whilst developing the capacity of each school **to serve its own community and retain its distinct identity**
- We recognise the importance of individuality, spontaneity and creativity in developing innovation

### WHAT OUTCOMES DO WE WANT?

- Every teacher is a good teacher; every school is a good school
- Teachers who use the most effective teaching methods to motivate learners and raise aspirations. As a result all pupils will make good or better progress
- Quality learning environments where pupils feel safe and secure, known, valued and motivated to learn. Robust teaching and application of ICT skills ensure our pupils are properly equipped for the next stage of learning
- Curriculum provision which inspires and motivates pupils and broadens their horizons. Our curriculum supports community cohesion through an international curriculum strand
- We work with precision and move incrementally towards achieving outstanding grades in the majority of aspects of each school's work
- Through pupil partnership work we continue to break down locally perceived boundaries and help pupils to work harmoniously with pupils from other areas of Hackney
- We seek to maximise the efficiency and effectiveness of each school by capitalising on centralised services and sharing systems

To find out more about Primary Advantage Federation please visit:

[www.primaryadvantage.co.uk](http://www.primaryadvantage.co.uk)

# Job Description - Part-time Play worker

**Job Title: Part-time Play worker (Term time only) 3:15pm—6:15pm Monday to Friday**

**Key Contacts:** Internal: Executive Principal, Headteacher and Pastoral Support Manager

**External:** Church, Local Community, Parents & Agencies relevant to duties

**Salary:** Grade Scale 5, point 20 £22,902 pro rata (£12.20 per hour)

## Role Summary:

**1.1 To provide support/assistance in day to day operation of Playcentre.**

**1.2. Undertaking face to face work with children in delivering programmes of activities.**

## Key Tasks and Activities:

- Assist in the provision of a variety of appropriate opportunities for children.
- Lead groups of children on specific sport, game craft and learning activities. Manage behavior and adapt the activity to meet the needs of the groups or individuals.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering oneself or other users.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences gates, doors etc are secure, reporting defects promptly to the Finance manager /Premises manager or Caretaker.
- In conjunction with the Pastoral Support Manager, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available.
- Ensure the schools equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Headteacher, SENco and/or Pastoral support Manager.
- Assist in maintaining relationships with teachers, parents and users of the play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
- Contribute to keeping local records appropriate to the service.
- Ensure that the programme of activities delivered is interesting, valuable, and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
- Ensure the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organizing activities appropriate to users at any given time.
- Ensure parents/ carers and other visitors are made to feel welcome on visiting the play facility and they receive appropriate information and advice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

## Other Responsibilities

In addition to undertake such duties of a similar nature as may be reasonably directed by the Executive Principal/ Headteacher from time to time.

**Note:** The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. This job description may be reviewed at the discretion of the Executive Principal/Headteacher in light of those changing requirements and in consultation with the class teacher and governing body.

# Person Specification

## Qualifications

- NVQ level 2 or equivalent qualification or experience in relevant discipline.

## Experience and knowledge

- Some experience of being involved with a play service in a paid or voluntary capacity, for example in playgrounds, Junior playrooms, playcenters or other equivalent play settings.
- Experience of planning, organizing and supervising activities.
- An awareness of the needs of children.
- Knowledge of appropriate play activities e.g. sports, games, craft, stories, song and dance etc.
- A basic awareness of health and safety practices.
- Understanding relevant administration procedures including child registration requirements.
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.

## Skills

- Ability to work as a part of a team, sharing working knowledge and skills.
- Ability to develop a range of play/ learning related skills.
- Ability to work flexibly, able to rearrange work plans in relating to changing priorities.
- Ability to interact sensitively with other workers, children and parents.
- Ability to relate well to children and adults
- Work constructively as part of a team, understanding school roles and responsibilities and own position within these
- Ability to listen and to understand needs, aspirations and problems of children.
- Ability to work using your own initiative.
- Being able to plan and schedule in advance, and prepare for any potential late collection issues.
- Must be able to hear or deal with a variety of problems and solve them using critical thinking
- Manage your own time
- Strong work ethic/ Adaptability/Self confidence
- Ability to administer first aid and understand first line child protection with training.







## Application Process



**Please note that CVs will not be accepted without a fully completed application form .**

Applicants are asked to complete all the standard information required on the Primary Advantage application form.

Please specify the role you are applying for i.e. Part-time Play worker.

The reference number for this application is: **STM/PLW18**. Candidates are advised that when completing the references section on the application form to please ensure that:

- ◆ Your first referee must be your current, or most recent, employer
- ◆ You provide a referee who can confirm your suitability for the role

## Shortlisting

Once we have received your application you will be notified via email. Successful candidates who have been shortlisted for interview will be contacted shortly after the closing date.

Shortlisted candidates will be asked to complete a range of administrative tasks and basic skills assessments prior to interview.

Candidates must ensure that if they are successful at interview, they are able to provide evidence of their Right to Work and Remain in the UK. The school is not able to employ any person who cannot validate their Right to Work and Remain in the UK in the line with the Asylum, Immigration and Nationality Act 2000.

## Successful candidates

Successful candidates will be required to apply for an enhanced Criminal Record Check via the DBS. We are committed to safeguarding and promoting the welfare of our children and expect all members of staff to share this commitment.

All qualifications and references will be verified.

**Completed application forms must be received by 9:30am on Monday 12th March 2018.**

Interviews will take place on Monday 19th March 2018. If you have any queries or would like to arrange to visit our school, please contact Leanna Boyce at [lboyce@st-matthias.hackney.sch.uk](mailto:lboyce@st-matthias.hackney.sch.uk).

*We look forward to receiving your application.*



St Matthias CE Primary School  
Wordsworth Road  
Stoke Newington  
London  
N16 8DD\*  
Tel: 020 7254 1148  
[www.st-matthias.hackney.sch.uk](http://www.st-matthias.hackney.sch.uk)



Please click on the links below for more information about our schools.

[St Matthias CE Primary](#)

[St John & St James CE Primary School](#)

[Holy Trinity CE Primary School](#)

[Springfield Community School](#)

[St John Baptist CE Primary](#)

[Morningside Primary](#)

[Gainsborough Primary School](#)

[De Beauvoir Primary School](#)