



# Out of School Club Assistant



Dear Applicant,

Thank you for your interest in the position of Out of School Club Assistant at Brindle Gregson Lane Primary School.

The Endeavour Learning Trust board and I are delighted to provide the enclosed information about the role and our School. I hope you find it helpful and on behalf of the whole school community, I would like to take this opportunity to extend a very warm welcome.

Endeavour Learning Trust is a growing Trust in the North West, currently spanning South Ribble, West Lancashire and North Sefton. In our family of schools at this point in our growth, we have four secondary schools and four primary schools formally within the Trust.

Our mission and values provide a clear framework for us to work to. We are absolutely committed to serving our communities to ensure that every child achieves their potential by providing the highest quality educational experience in a truly inclusive way.

As a Trust, we don't believe in a one-size-fits-all approach for our schools or our students. We respect and celebrate individuality, working with a clear determination to support our children, colleagues and communities both collectively, and individually, to flourish and thrive through a rich and transformational provision.

We believe in the value of collaboration, and everybody working with the Trust shares a collective responsibility for the success of all of our children. We also recognise that we will never be successful in delivering our vision for our young people unless our colleagues are supported, nurtured and developed to achieve their full potential with us. That's why we are equally committed to ensuring every colleague benefits from the best possible employment experience where high-quality CPD and a sincere approach to supporting wellbeing enable our colleagues to achieve their own aspirations for their career.

We hope the enclosed information will give you good insight into our School & Trust.

We look forward to viewing your application.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'DCL', written in a cursive style.

David Clayton  
Chief Executive



**BURSCOUGH  
PRIORY ACADEMY**



**BRINDLE GREGSON  
LANE PRIMARY**



**CHURCHTOWN  
PRIMARY SCHOOL**



**NORTHBROOK  
PRIMARY ACADEMY**



**TARLETON  
ACADEMY**



**LINAKER PRIMARY  
SCHOOL**



**ENDEAVOUR  
COMMUNITY**



**WELLFIELD  
ACADEMY**



**ORMSKIRK  
SCHOOL**

# Endeavour Learning Trust's Mission and Values

## **We will serve our communities to ensure that every child realises their potential**

We pledge that our schools will be transformational places of academic excellence that offer a true richness of experience, providing all children with the same opportunities to flourish and develop their unique skills, qualities and talents.

We will work collaboratively with our colleagues, parents and carers and our partners to remove any barriers that place limitations on our children, creating schools that are happy and harmonious places at the centre of their community.

## **Our Values**

### **Individuality**

We are firmly committed to recognising, celebrating and investing in the individuality of all of our children and young people, each of our colleagues and the distinct ethos and identity of each of our schools, whilst remaining united by our core values. We don't believe in a "one size fits all" approach, and will adapt our provision to meet individual needs.

### **People centred**

Our work is driven by our responsibility to every individual within our Trust community. Every person deserves to be treated with respect, dignity and kindness. We demonstrate empathy and humility in our approach, ensuring that our Trust provides an environment where every individual feels confident to be their true authentic self.

### **Belonging**

Equity of opportunity is central to our practice and we will be relentless in our endeavour to identify and remove barriers that prevent full inclusion. Our culture extends beyond tolerance to one where difference is embraced and every individual is valued and celebrated for their unique contribution to our community. Every individual is a full member in our community.

### **Transformation**

We believe in the promise of each individual across the Trust and will ensure we inspire, support and challenge in proportionate measure, so that we all thrive and are able to achieve our own individual successes. We are bold in our approach, stretching perceived boundaries, to go further for our children, colleagues and communities. We continually develop our approach to respond to changes in the communities we operate within to support every child, colleague and partners to realise their potential.

### **Togetherness**

We are a proud family of schools bonded by our Trust vision, priorities and values. We work as one team in school, across our Trust and with our wider partners for the benefit of the communities we serve. Our collaborative approach inspires us to be bold and brings us together in ways that help us to make a difference. We are better together.

## **Out of School Club Assistant**

**Part time, Permanent**

**Grade 2 SCP 2**

**FTE £23,656**

**Pro Rata £8,557.85**

Brindle Gregson Lane is a vibrant and inclusive primary school committed to providing a nurturing and stimulating environment where every child can thrive. The Nest offers a safe, engaging, and fun space for children before and after the school day. We are seeking a dedicated and enthusiastic Out of School Club Assistant to join our team and help create a welcoming and enriching experience for our children.

You will be required to:

- Supervise and engage with children during before- and after-school club sessions.
- Plan and deliver a variety of activities, including arts, crafts, sports, and games, tailored to the needs and interests of the children.
- Ensure the safety and well-being of all children in your care, following school policies and safeguarding procedures.
- Assist with preparing snacks and maintaining a clean, safe, and organised environment.
- Build positive relationships with children, parents, and colleagues to create a friendly and supportive atmosphere.

We are looking for someone who is:

- Passionate about working with children and fostering their development.
- Reliable, energetic, and proactive, with a positive attitude.
- Able to communicate effectively with children, parents, and colleagues.
- Experienced in working with children (experience in a similar role or childcare qualification is desirable but not essential).
- Knowledgeable about safeguarding and child protection (training will be provided).

This position is part time hours, permanent and term time only. Monday to Friday working 2:50pm - 6:00pm

(3 hours, 10 minutes a day totalling 15 hours, 50 minutes a week)

Why join us?

- Join a truly supportive and encouraging team
- Full and continued support from specialist staff within Central Trust Team.
- Access to the Local Government Pension Scheme
- Free on-site parking
- Access to fantastic employee benefits through Vivup!
- A modern, well-resourced school environment
- Access to free employee health and wellbeing services - 24/7 access!
- Encouragement of further and continued professional development
- 50% off Endeavour Children's Holiday Camps

This role is part time and permanent

### **HOW TO APPLY**

To apply, please complete our online application form and include a personal statement to support your application and outline the relevant skills and experience you can bring to Endeavour Learning Trust.

Applications should be submitted by 9.00am on Tuesday 22nd April 2025

Interviews are to be held on Friday 25th April 2025

If you require any further information please contact our Central HR team at [vacancies@endeavourlearning.org](mailto:vacancies@endeavourlearning.org)

### **SAFEGUARDING**

Endeavour Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

## JOB DESCRIPTION

Under clear direction, to support the Club Manager to create high quality play opportunities within a safe and caring environment.

To provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs.

To assist the Club Manager in ensuring the EYFS requirements are met and to be involved in basic record keeping and supporting Club activities.

### Main Activities

- To supervise and interact with children undertaking planned activities
- To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines
- To assist in the development of independent social skills
- To report a child's problems/achievements to the Club Manager/parents as necessary
- To assist the children in the proper use of specialist aids and equipment
- To assist in the supervision of integrated therapy for an individual/small group of children
- To accompany children on educational visits
- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc
- To assist with maintenance of Club equipment, ensuring it is kept in a clean and tidy condition and reporting damages
- To undertake photocopying and routine clerical duties
- To report child absence using the Club's procedures
- To communicate effectively with parents on a regular basis and report any information from parents as required
- To take care for their own and other people's health and safety
- To ensure confidentiality is maintained where appropriate
- To follow the safeguarding policies and procedures at all times

## PERSON SPECIFICATION

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	App Form	Interview	Observation
<b>Education and Training</b>				
Qualified Teacher Status	E	<input checked="" type="checkbox"/>		
To have trained, or are being trained for the appropriate age group.	E	<input checked="" type="checkbox"/>		
<b>Experience</b>				
Successful teaching practice/experience with more than one year group	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of teaching at different key stages	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Skills and Abilities</b>				
Good oral and written communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
The ability to create a rich and safe learning environment for all pupils by establishing high expectations and promoting purposeful learning	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Implementing effective classroom management and organisation	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Assessing the needs of individual pupils and accurately recording and reporting their progress	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good planning based on the Foundation Stage or National Curriculum, schemes of work, and information from the assessment of pupils' learning needs	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other subject specialism	D	<input checked="" type="checkbox"/>		
<b>Knowledge and Understanding</b>				
Demonstrate a clear understanding of the primary curriculum	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of teaching within key stage one or two using the new national curriculum	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
National Curriculum requirements and national strategies to raise achievement	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of current developments with regard to the primary curriculum	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Knowledge of theory and practice of effective teaching and learning	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
An understanding of the process of learning		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
An understanding of continuity and progression in learning	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<b>Personal Qualities</b>				
Ability to relate well to children and adults	E		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ability to lead and influence others	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A good attendance and punctuality record	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
A commitment to CPD	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Ability to work as both part of a team and independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Committed to contributing to the wider school and its community	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	