

General information for applicants

After School Assistant

The school

Crescent School, for seventy years a stand-alone prep school, merged with the Princethorpe Foundation on 1 September 2016. The merger brings benefits to both parties in terms of long term security, opportunities for development and shared resources, expertise and leadership. As a result of the merger pupils also have opportunities for a broader range of teaching, learning and extra-curricular activities.

The Crescent, which enjoys a prime location in Bilton, a leafy residential suburb of Rugby, has some 133 pupils on roll from Reception to Year 6. A further 40 or so children from six months to pre-school attend the on-site nursery run by award-winning nursery Nature Trails. The key catchment area for the school lies in a radius of about ten miles, largely within the Rugby area and surrounding villages in Warwickshire and into Northamptonshire.

Originally founded in 1948 (having informally started in 1946) as a school for the children of Rugby School masters, it was housed in Rugby School buildings. Having opened its doors to children living in Rugby and the surrounding district, it outgrew these premises and, in 1988, purchased a purpose built school in Bilton, approximately 2 miles south of Rugby town centre.

The school is renowned locally for excellent standards of teaching and pastoral care and its success in getting pupils into their first choice of secondary school including the two local grammar schools as well as other maintained and independent schools, including Princethorpe College, for which the Crescent is a significant feeder.

The school's motto 'To give is to receive' reflects the values promoted and supported by the community.

The main findings of the ISI inspectors in June 2011 confirmed the school's reputation for high academic achievement in a happy and caring environment. The Head of Crescent enjoys considerable autonomy, is supported by the Foundation Senior Head with the fellowship of the Crackley Hall Head, and is a member of the Foundation Executive Committee which has responsibility for the day-to-day running of the schools. Financial management, estates, IT systems and marketing are resourced centrally.

The Headmaster is a member of both IAPS and ISA; the school is an accredited member of ISC, having undergone ISI and Ofsted inspections.

The school is now entering a new and exciting chapter in its history as part of a larger, ambitious Foundation, Joe Thackway has been appointed as Headmaster from September 2017.

The Princethorpe Foundation

The Princethorpe Foundation, which is administered by lay trustees, provides co-educational, independent, day schooling for some thirteen hundred children from age two to eighteen years. Our schools are characterised by their strong Christian ethos and pride themselves on providing a caring, stimulating environment in which children's individual needs are met and their talents, confidence and self-esteem are developed.

The senior school, Princethorpe College, (HMC 11 - 18) is about 7 miles from Leamington, Coventry and Rugby, with the junior schools, Crescent (IAPS) about seven miles away in Rugby, and Crackley Hall School (IAPS) and Little Crackers Nursery about nine miles away in Kenilworth.

Aims

Crescent School exists to provide a broad, balanced education for children aged from 4 to 11 years within an environment underpinned by Christian values. We encourage children to strive for excellence in all that they do.

The policy of the school is to safeguard children and to affirm that every child matters whilst providing a broad, general education within a Christian ethos with particular emphasis on literacy and numeracy in the early years. The curriculum encompasses, and goes well beyond, the National Curriculum. The highest standards are sought, enabling each child to progress and develop, and to achieve their potential. The school seeks to develop the individual talents and interests of each pupil and a wide range of extra-curricular activities is provided.

As a school we endeavour to ensure that:

- Every child feels happy and safe in school.
- Every child is given the opportunity to increase his/her knowledge and develop his/her critical thinking in numeracy, literacy, languages, technology, sport, creative arts and performing arts.
- Every child is given the opportunity to develop spiritually and morally.
- Every child experiences competition in a supportive environment and is encouraged to view mistakes as opportunities to learn.
- Every child is given the opportunity to develop an awareness of others.
- Every child moves on to his/her first choice senior school.
- Every child is fully prepared for the move up to senior school.

For further details, please see the school and Foundation websites.

Role

Required to start as soon as possible, an After School Assistant to work as part of a team to provide after school care for children on three evenings per week, term time only from 3.45pm until 6.00pm each day. The exact days will be open to some negotiation with the applicant. They will support the smooth running of After Care and undertake duties in supervising homework as required.

Professional Duties and Job Description

Main Responsibilities

- Assist in creating a safe and stimulating environment, conducive to both work and play, in which children can develop their skills through a planned programme of activities with a balance for all ages.
- To ensure all children complete their homework effectively and in an appropriate manner.
- To recognise the individual needs of children and work with them in group or one-to-one activities, encouraging their personal and social development.
- To utilise skills and knowledge, to encourage children to participate in, and gain confidence and experience through various activities.
- To communicate effectively with pupils, parents/carers and to inform staff if the need arises.
- Provide general care and welfare for the children, including:
 - Physical care and attention for personal needs.

- Act as carer for sick children until appropriate qualified medical assistance is available and/or until a parent/guardian collects the sick child. Employees must not administer first aid, unless qualified to do so.
- Providing comfort and support to children in distress.
- Provide refreshments as necessary
- To work flexibly alongside other staff, parents or students.
- Keep toys and equipment in a clean condition and in good repair.
- To ensure standards of cleanliness and hygiene are maintained.
- Prepare and clear away equipment and materials at the beginning and end of each session ensuring the area is left in a clean and tidy condition.
- To discipline the pupils appropriately in line with the school's behaviour policy.
- Ensure health and safety at all times.

Person Specification

Particular Attributes:

- Have a pleasant and sympathetic personality with a lively sense of humour
- Have the ability to work as part of a team
- Be able to empathise with children and their parents
- To be creative and able to use initiative appropriately
- To be a responsible, honest and trustworthy person

Disposition:

- Warm, friendly and cheerful
- Enthusiastic and energetic approach
- Calm, supportive and positive

Qualifications:

- NVQ level 2 in Early Years Childcare or an equivalent qualification.

If you are at all unsure whether your qualifications are sufficient please do contact us and we can advise accordingly.

The Princethorpe Foundation reserves the right to amend this job description from time to time according to business needs

Safeguarding Children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom she/he is responsible, or with whom she/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy statement at all times.

If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school she/he must report any concerns to the Assistant Head, who is the Designated Safeguarding Lead or the Headmaster.

Mandatory Training

Safeguarding and Health and Safety Induction

Salary

£7.47 to £8.56 per hour (B7-B18 on the Princethorpe Foundation Pay Scale) by negotiation, depending on qualifications and relevant experience.

Members of staff working in the Foundation enjoy a considerable discount on school fees for their own children at Crescent School, Princethorpe College and Crackley Hall School.

General

All members of staff are expected to contribute fully to the extra-curricular programme. The employee will need to satisfy the Foundation of medical fitness, integrity of information supplied and will be expected to sign a standard Foundation contract of employment.

Safeguarding

The Princethorpe Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The 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.

During the recruitment process we will require a signed statement that the applicant is not on the barred list/ List 99, disqualified from working with children, or subject to sanctions imposed by the Secretary of State or other regulatory body, and either has no convictions, cautions, or bind-overs, or has attached details of their record in a sealed envelope marked confidential.

The successful applicant will be required to complete a Disclosure and Barring Service (DBS). You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, as well as referral to the relevant DfE and DBS agencies.

Please refer to the Safer Recruitment Policy, which applies to all age ranges including Early Years, the Junior School and Senior School. This should be read alongside this brochure and contains a separate policy relating to the recruitment of ex-offenders at Annex A.

The Safeguarding Policy, Behaviour Policy: Staff Code of Conduct, Safer Recruitment Policy and information on Disclosure and Barring Service (DBS) checks are available on the Employment Opportunities page of the website www.princethorpe.co.uk

Recruitment

The Princethorpe Foundation is committed to providing a supportive and flexible working environment to all its members of staff. The School recognises that, in order to achieve these aims, it is of fundamental importance to attract, recruit and retain staff of the highest calibre, who share this commitment.

The Foundation is an equal-opportunities employer.

Application Form

Applications will only be accepted from candidates completing a Princethorpe Foundation application form in full. CVs will not be accepted in substitution for completed application forms. Please submit an application form together with a CV and covering letter detailing experience, personal qualities, how you meet the person specification and outlining your suitability for the post.

Please address your application to Mr J Thackway, Headmaster.

Completed applications should be sent by email to head@crecentschool.co.uk

or by post to: Mr J Thackway, Headmaster, Crescent School, Bawnmore Road
Bilton, Rugby, CV22 7QH

The closing date for applications is Monday 22 January 2018, at 9.00am, although candidates are advised to apply immediately as interviews may be held prior to the closing date and the closing date brought forward.

Invitation to Interview

If you are invited to interview, this will be conducted in person and the areas which it will explore will include suitability to work with children. All candidates invited to interview must bring with them:

Proof of ID and Right to Work in the UK

At least one document must be photographic proof of ID. Please bring:

- Current UK passport showing you are a British Citizen **OR**
- Current Passport or National ID Card showing you are a national of the European Economic Area or Switzerland **OR**
- Full birth or adoption certificate issued in the UK, dated within 12 months of birth.

And where possible

- An official document giving your permanent National Insurance Number.
- If applicable, your Marriage Certificate or official documentation showing a change of name. **See Qualifications below**
- If available, your Current UK or European driving licence paper or new style photo card – if an older photo card, the paper counterpart must also be produced.

Educational/professional qualifications

- Qualification Certificates as listed on your application form.
If the certificate is in your maiden name then a marriage certificate must be produced.
If the successful candidate cannot produce original documents or certified copies, written confirmation of her/his relevant qualifications must be obtained from the awarding body.

Proof of Current Address

Utility bill or financial statement showing your current name and address, dated within last three months