



THE DIOCESE
OF GLOUCESTER
ACADEMIES TRUST
unlocking potential



Longney C of E Primary Academy
After School Club Leader
Recruitment Pack





Dear Applicant,

Thank you for your interest in the post of After School Club Leader.

Longney CofE Primary Academy is part of a wider family of schools. Originally established in 2012 as one of the first Diocesan Multi-Academy Trusts, The Diocese of Gloucester Academies Trust is now recognised as a successful and growing Trust. There are currently 24 primary schools within the Trust family, including 22 church schools and two community schools.

I hope the information enclosed in this pack, along with the job description and person specification will provide you with a helpful context for this role. You may also find our school website [Longney Church of England Primary Academy - Home](#) and the Trust website - www.dgat.org.uk - useful sources of information.

If you would like an informal chat to inform your decision about applying for the role I would be pleased to hear from you. I'm sure you will find that we have much to offer. Details of how to contact me can be found on page three of this pack.

The closing date for completed applications is 12 noon on Wednesday 21st May 2025 and interviews are scheduled to take place on a date TBC.

To submit your application please email the completed form to admin@longney.dgat.org.uk before the closing date.

Yours faithfully

H Francis
Executive Headteacher



The Diocese of Gloucester Academy Trust are looking to appoint two After School Club Leaders to join our team at Longney C of E Primary Academy on a fixed term contract in the first instance and starting as soon as possible. The role will involve developing and overseeing the provision of a high-quality play experience within the after-school setting, ensuring the smooth day to day running of the service and being responsible for the safeguarding and safety of the children using this service. The successful applicant will be flexible, have high expectations, be hard working and able to use initiative and work independently. In return, we can offer you a positive and caring work environment within a beautiful setting and amongst a fantastic community of staff, children and parents.

The post will be 12.5 hours per week term-time only. The job role is 2.5 hours per day from 3pm-5.30pm Monday - Friday each week. It is paid at grade 4 (pts 7-10) £25,584-£26,835 per annum, pro-rata.

Deadline for applications – 12 noon Wednesday 21st May 2025. Interview date – TBC

Your appointment to the post of After School Club Leader will be for a fixed term and continuing so long as funding is available to the Employer to support the post in which you are employed. Funding has been initially agreed for the fixed term until 31st August 2026. This contract will therefore automatically terminate on the 31st August 2026. At the employer's discretion, it may be possible to offer an extension to this contract period dependent on the availability of funding and the needs of the service.

The start date is as soon as possible, however, we would be willing to wait for our chosen candidate if a notice period or other factors meant they could not start straight away. Please get in touch if you would like to discuss this further but do not let the immediate start date stop you applying for the job.

Please send your completed application form by email to admin@longney.dgat.org.uk or hand it in to the school office (see school website term dates for office opening days). In line with Safer Recruitment Guidelines, CV's will not be taken into consideration.



Other information that might help you decide if this is the role for you

Usual working days and times:	Mon – Fri 3pm – 5.30pm
Work environment	School hall and kitchen area 2 x After School Club Leaders working alongside each other to run the club.
Dress code:	Comfortable, practical and smart.
Employee benefits:	Free and confidential employee assistance programme available 24/7 High quality professional development – please see the DGAT Continuous Professional Development and Learning Brochure for more information here: https://www.dgat.org.uk/cpdl-and-events A range of clear and supportive policies. An annual wellbeing survey and access to an online wellbeing toolkit.

Please note:

The Diocese of Gloucester Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for the successful candidate. The Trust also requires consent from applicants to carry out online searches of publicly available information, including social media, prior to interview.

All posts are subject to satisfactory references.



JOB DESCRIPTION

POST: After School Club Leader

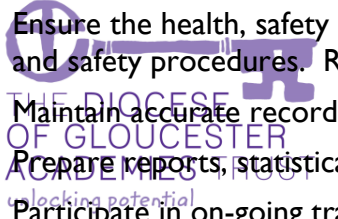
PAY RANGE: Grade 4, points 7 – 10, £ 25,584-£26,835, per annum, pro-rata

Job Purpose: To develop and oversee the provision of high quality play experience within the after school setting, ensuring the smooth day to day running of the service and offering support and care to children and their families. To work with and support staff in all aspects of the service to ensure effective delivery, which meets the identified needs of users.

LINE MANAGER: Headteacher

MAIN DUTIES AND RESPONSIBILITIES

- Contribute to and support the development, planning, implementation and evaluation of appropriate activities and care which meets the needs of the children and their families.
- Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- Know, understand and fully implement the policies and procedures of the school.
- Collect children from class at the end of the day, register them and ensure all pupils go home safely with their designated adult including management of the gate communication system.
- Ensure pupils are signed in at the beginning of the session and signed out by designated adult at the end of the session.
- Work with regard to equal opportunities and ensure quality of access to the service.
- Work with parents and other professionals to ensure appropriate care and support for individual children.

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- Ensure the health, safety and well-being of children attending the service through knowledge and understanding of risk assessments, fire drills and health and safety procedures. Record and report as appropriate.
 - Maintain accurate records, registration and attendance information.
 - Prepare reports, statistical and monitoring information as required.
 - Participate in on-going training and development when necessary.
 - Be aware of issues of confidentiality.
 - Liaise with schools, other services, agencies, organisations and individuals as required to ensure effective and high quality service.
 - Ensure a positive ethos and employ positive behaviour management strategies as appropriate.
 - Ensure effective communication through the provision of written information when required.
 - Develop and maintain a range of resources appropriate to children's ages and stages of development and keep the resources in an orderly and tidy manner, including maintenance of the ASC cupboard.
 - Ensure the hall is left tidy at the end of ASC.

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within their skills and abilities, commensurate with the post's banding and whenever reasonably instructed.

Diversity, equity, and inclusion are at the core of who we are. Our commitment to these values is central to our vision and to our impact. We know that having varied perspectives that are representative of the communities we serve helps generate better ideas to solve the complex problems of a changing and increasingly diverse world.

It is the practice of the Diocese of Gloucester Academies Trust to review job descriptions annually to ensure that they relate to the role as then being performed or to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out by the Trust in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.

AFTER SCHOOL CLUB LEADER – PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> • Childcare or other relevant qualification. • Health and safety, first aid or safeguarding qualifications.
Experience	Experience of working with children and young people in a voluntary or paid capacity.	<ul style="list-style-type: none"> • Experience of working with children and young people in an out-of-school setting or holiday play-scheme. • Experience of running activities with children and young people.
Knowledge and Understanding	<p>Ability to build relationships with children, carers and professionals</p> <p>Ability to organise and prioritise work independently.</p> <p>Understanding of the importance of a respectful relationship with children, parents and colleagues.</p> <p>Understanding of behaviour management techniques.</p> <p>Understanding of safeguarding, the importance of health and safety and confidentiality.</p> <p>Able to work well as part of a team.</p>	<ul style="list-style-type: none"> • a good understanding of child development. • Evidence of this knowledge and understanding being applied in a previous setting.
Skills	<p>Strong communication skills, both written and verbal.</p> <p>Flexibility and initiative.</p> <p>Ability to plan and run a range of creative and fun activities for groups of children.</p>	



Background Information

The Diocese of Gloucester Academies Trust (DGAT) is a Multi-Academy Trust established by the Diocesan Board of Education (DBE) in 2012 to serve schools from across the County. There are currently twenty-one primary, one junior and two infant schools within the Trust. Twenty-two of the schools have Church of England designation.

The Trust is happy to work with schools that are exploring academy conversion and intends to continue to welcome more schools to our family.

Our vision is to enable all to flourish.

Our vision is rooted in our Christian foundation and our belief that all within our family should experience life in all its fullness.

Our aims are to be:

- Authentically Christian
- Boldly passionate about excellence in learning
- Relentlessly driven in our aspiration for everyone

Our core principles:

- We aspire to be the best we can be in an ever-changing environment - providing opportunities for all to flourish
- Within our DGAT family we cherish everyone as individuals; appreciating and celebrating diversity
- We act with integrity; we are open to challenge and we are reflective about our practice
- We treat everyone with dignity and respect
- Through collaboration, in a nurturing community, we grow, learn and achieve



School is Trust and Trust is School

In order to support our family of schools, DGAT provides the following support:

- School Improvement
- Christian Character
- HR and Legal
- Finance and Business
- Premises and Insurance
- Compliance and GDPR
- Governance