



After School & Holiday Club Practitioner and Early Years Teaching Assistant

Erskine Stewarts Melville Schools are seeking to appoint a number of enthusiastic and dynamic staff members to join the ESMS Junior School as a combined After School & Holiday Club Practitioner/ Early Years Teaching Assistant on a permanent basis from August 2024. ESMS staff are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This is a hybrid role with two main roles. As an After School & Holiday Club Practitioner, you will be working within an enthusiastic and dynamic team. Successful candidates will be responsible for the out of school care of boys and girls aged from Nursery to P3 based at Ravelston.

As an Early Years Teaching Assistant, the successful candidate will be ready to support our Nursery and Primary 1 children as they enjoy hot lunches in our dining pods. These spaces are designed to replicate a 'family dining' experience.

The successful applicants will be able to multi-task and will be comfortable working with young children, especially when supporting and facilitating play. It is essential that the candidate is committed to the ESMS values, has good attention to detail, a great sense of humour, works quickly and efficiently and is a team player.

This is a permanent post for 31.25 hours per week during term time (Monday to Friday from 11.15 am to 1.15pm as an Early Years Teaching Assistant and from 1.45pm to 6pm as an After School Club Practitioner) and 26.25 hours per week on a rota basis during holiday periods as a Holiday Club Practitioner. Should the successful candidate wish to, there would be the potential for additional hours to be offered.

Remuneration will be dependent on qualifications and experience. The salary range for unqualified After School & Holiday Club Practitioners/Early Years Teaching Assistant is £17,846 to £19,031 per annum which is point 8-11 on the ESMS e-Plus salary scale. Qualified After School & Holiday Club Practitioners/Early Years Teaching Assistant will be paid on the ESMS e-Plus Scale point 13-16 which is £19,593 to £20,202 per annum.

Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.

ESMS is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and Disclosure Scotland.

The closing date for applications is 12pm on Monday 12 August 2024. Interviews will be arranged as applications are received.

THE POST

TITLE	After School & Holiday Club Practitioner/ Early Years Teaching Assistant
BASIC FUNCTION	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant supports in the serving of lunches and will then provide care for children who attend our After School and Holiday Club provision (e-Plus).
ACCOUNTABILITY	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant is accountable to the e-Plus Manager and Catering Manager for their day-to-day tasks.
AUTHORITY	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant has authority as delegated by and the e-Plus Manager and Catering Manager but will be line managed by the e-Plus Manager.
RELATIONSHIPS	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant works closely with the other staff across the JS at Ravelston.

KEY TASKS

- Providing care for children who attend the After School and Holiday Club.
- Supervising and interacting with individuals and groups of children on a daily basis.
- Preparing and organising resources for each day's activities to provide a play environment for the children which provides high quality care, relaxation and fun.
- Liaising with parents on a daily basis.
- Taking an active part in the planning and evaluation process and accepting responsibility for the preparation of activities and tasks.
- Ensuring that the play area is safe for the children's use and is tidied appropriately at the end of the day.
- Attend a daily briefing by the Chef about portion size and allergies to ensure that special dietary requirements are adhered to.
- Get to know the children to ensure their lunch is a happy, healthy and safe experience for all.
- Serve food ensuring hygiene and dietary requirements are considered.
- Set up and clear away, cleaning the area between sittings and at the end of service.
- Encourage children to try new foods.

- Ensure good behaviour at the meal table and work with the room staff to maintain the school's standards.
- Be flexible within working practices of the role and be prepared to work where needed; including domestic jobs.
- Have a shared responsibility with other staff to help and support children by listening to the concerns they express to them and helping to answer their day-to-day inquiries.

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a cycle of professional review.

PERSON SPECIFICATION

- Kind and enthusiastic person who puts the interests of the children first.
- Responsible and well organised.
- Ability to multi-task and prioritise own workload with good attention to detail.
- A good team player who relates well to others.
- Ability to work quickly and efficiently in a fast paced environment.
- Demonstrates the values of the ESMS.

EXPERIENCE, SKILLS AND QUALIFICATIONS

- Experience of working with children is essential.
- Experience of supporting a teacher in a classroom is desirable.
- Experience of working with food is desirable.
- An interest in child development is important.
- Playwork or Early Years qualification, or who may be interested in working towards a recognised Childcare qualification for registration with the Scottish Social Services Council (SSSC).
- An awareness of allergens is desirable.

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Contract	This is a permanent role.
Hours of Work	<p>31.25 hours per week during term time (Monday to Friday from 11.15 am to 1.15pm as an Early Years Teaching Assistant and from 1.45pm to 6pm as an After School Club Practitioner). There is entitlement to a free school lunch during term time.</p> <p>26.25 hours per week on a rota basis during the holiday periods as a Holiday Club Practitioner.</p> <p>Should the successful candidate wish to, there would be the potential for additional hours to be offered.</p>
Salary	<p>The salary range for unqualified After School & Holiday Club Practitioners/ Early Years Teaching Assistant is £17,846 to £19,031 per annum which is point 8-11 on the ESMS e-Plus salary scale. Qualified After School & Holiday Club Practitioners/ Early Years Teaching Assistant will be paid on the ESMS e-Plus Scale point 13-16 which is £19,593 to £20,202 per annum. Remuneration will be dependent on qualifications and experience.</p>
Annual Leave	Entitlement is to 25 days annual holiday leave plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. Annual leave can be taken as 10 days during term time and 15 days during the holiday periods. The Schools' holiday year runs from January to December.
Location	The postholder will be based in the ESMS Junior School on the Ravelston site.
Pension	Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate their Right to Work in the UK.
Staff Benefits	Staff are offered a range of benefits including: a generous holiday allowance, enhanced sick pay, family friendly policies, use of the Schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount from Nursery to Sixth Form.

APPLICATION PROCEDURE

Applicants must visit <https://jobsearch.esms.org.uk/> to apply for this position. Please submit the application before the closing date.

Any enquiries about this position should be directed to Morven Wrinn, HR Assistant, at recruitment@esms.org.uk

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