



## TEA CLUB LEADER VACANCY

Comet Nursery School and Children's Centre would like to appoint an enthusiastic and caring member of staff to join our team as Tea Club Leader.

Comet is an outstanding Nursery School and Children's Centre within a diverse and vibrant community.

The hours are 4.15pm to 5.45pm  
Monday to Friday, term time only. It is a fixed term position until July 2024.

The application form is available via our website  
[www.cometnurseryandcc.co.uk](http://www.cometnurseryandcc.co.uk) or  
email [admin@comet.hackney.sch.uk](mailto:admin@comet.hackney.sch.uk)

We welcome visits - please call or email to book a time.

### Closing Date:

Monday 4th December 2023 at 12pm

### Contact Us

20 Halcomb Street N1 5RF  
020 7749 9850  
[admin@comet.hackney.sch.uk](mailto:admin@comet.hackney.sch.uk)



## Welcome to Comet

Comet is a vibrant and inspirational maintained nursery school and children's centre based in the heart of Hoxton. We are highly regarded in the community for its inclusivity, diversity and expertise with our children. At Comet we are committed to the inclusion of children who have additional needs and our experienced team are there to support the children and families in their learning journey throughout their time with us.

Our ethos and philosophy is firmly rooted in the principles of high quality early years' education and care where children are encouraged to be curious, to explore and develop their interests through a play based and open ended provision. We support families to understand the progress of their children and sign post to other services where appropriate.

Our team are experienced, forward thinking and committed to the strong early years pedagogy that we are always continuing to develop at Comet. We are a hardworking team that are reflective in our practice, while our ethos is based on creativity, nurture and respect in everything we do.

At Comet we have a 2 year old provision as well as 2 nursery classes. The Children's Centre is part of all that we do at Comet and we have recently taken over the leadership and governance of another local Children's Centre.

If you are passionate about children's learning and development in the early years and want to work in a supportive environment, then this is an excellent opportunity for you to join our growing team and make a difference to our school & children's centre. We are an outward facing provision always looking to develop opportunities for the children and families in our local community.

I hope this has given you a small insight into the provision at Comet.

Best wishes,

Lisa Clarke

Headteacher



### *What we can offer*

- At Comet we celebrate the diversity of our school and children's centre community. Our provision embraces inclusion, this is central to our offer for children, families and our staff team.
- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance.
- We provide all staff with opportunities to progress their career through training and development.
- We provide opportunities to visit other early years settings as a way of offering practical CPD opportunities.
- We provide a positive environment to work with an emphasis on team work.
- If you have a child of nursery age we offer priority places within the nursery.
- We have a provision for breakfast and after school clubs. If your child attends Comet, they are given priority if a place is required.
- We are developing expertise across Comet through our School and Children's Centre Development Plan. We would look to support you development through taking on projects and areas of expertise.

### *Who we are looking for*

- Experience of working with families and children under 5.
- Someone who is enthusiastic and passionate about working with young children.
- A good understanding of the importance of high quality learning experiences both inside and outdoors.
- A caring attitude to young children and their families.
- A commitment to working with families who come from our diverse community.
- Good skills in literacy, ICT and numeracy.
- Excellent communication and interpersonal skills.
- An ability to be flexible in the post and a good team member.







### **Job Description – Tea Club Leader**

<b>Job title:</b>	<b>Tea Club Leader</b>
<b>Reporting to:</b>	<b>Children's Centre Lead and Senior Leadership Team</b>
<b>Grade:</b>	<b>Scale 3 point 5 (£15.21 per hour)</b>
<b>Hours:</b>	<b>4.15pm to 5.45pm Monday to Friday, term time only</b>
<b>Contract:</b>	<b>Fixed Term until July 2024 (likely to be extended)</b>

#### **Main purpose of the job:**

- Provide a welcoming, caring and relaxed tea club provision.
- Set up a range of learning activities/ experiences for the children to use during the tea club session which are fun and open ended.

#### **Duties and Responsibilities:**

- Provide a safe, relaxed and homely environment for our extended day provision.
- Provide a high standard of physical care for the children.
- Provide a cooked meal for the children that are varied and encourage children to try a range of foods.
- Ensure food hygiene standards are met.
- Establish positive relationships with the children and interact with them according to their individual needs.
- Encourage children to interact with each other and engage in activities with them.
- Ensure all children have equal access to provision.
- Work co-operatively and supportively as part of the Comet team.
- Be fully committed to working within and implementing all school policies and promote the vision and values of Comet.
- Participate in training and development as required.

#### **General requirements**

- The post holder must at all times carry out their responsibilities with due regard to local and Hackney Education policy, organisation and arrangements for Health and Safety at Work.
- Carry out your duties in line with Hackney Education policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment and promote and work within Comet's ethos and philosophy.
- Maintain confidentiality at all times with regard to children and families, personnel and wider school/centre issues.

- To work within the Comet's Child Protection Framework, bringing any concerns to the attention of the Designated Safeguarding Officer (DSL) or senior leader as soon as possible and in the appropriate manner.
- On occasions to work flexibly as required.
- To undertake additional tasks in order to achieve the objectives of the post, as directed and deemed appropriate by the line manager/Headteacher and commensurate with the grading of the post.

## Person Specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Desirable: NVQ level 2 or equivalent in Advice, Social Care, Supporting Parents, Early Years, Health, Education or Community Work</li> <li>• Desirable: Level 2 Food Hygiene and Paediatric First Aid</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children under 5 in a paid or unpaid capacity</li> <li>• A good knowledge of early years development and learning</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to relate positively to young children supporting their learning and well-being</li> <li>• An ability to plan and prepare healthy snacks and meals in line with Comet's Food Policy</li> <li>• To provide fun and engaging learning activities/experiences that are appropriate for after-school provision.</li> <li>• To understand and apply direction from senior staff in respect of the play and learning of the children during Tea Club.</li> <li>• To use your own initiative and to be flexible and positive in your work.</li> <li>• To communicate effectively both orally and in writing.</li> <li>• Willingness to undertake training and development as required.</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to promoting the ethos and values of the school/Centre</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school/Centre</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding and equality</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.