Job Title: Tea Club Assistant
Location: Wynyard CofE Primary School
Start Date: As soon as possible
Contract Type: Fixed term until 31st August 2027, initially
Salary: NJC point 3 (FTE £25,614)
Weekly Hours: 15 hours (3pm-6pm Monday to Friday
Working Weeks: 190 days - Term Time Only

About Us:
Wynyard Church of England Primary School opened in 2015, quickly establishing itself within the local community, as well as achieving an 'Outstanding' grade from Ofsted in 2019 and 2024. The school offers an inspiring curriculum and provides children with high achievement, confidence and strong moral values underpinned by a distinctly Christian ethos.

At Wynyard Church of England Primary School, our vision for all children is to provide them with high achievement, confidence and strong moral values, developed through excellent teaching, a stimulating curriculum, and a robust Christian ethos. Our school is a vibrant and inclusive educational community committed to providing high quality learning experiences for all pupils. The school has a holist approach in ensuring personalised support for all pupils and strive to create an environment where every child can believe in themselves, achieve their goals and develop the skills necessary to succeed in their future.

The Governing Body of Wynyard Church of England Primary School is looking to appoint an enthusiastic, caring and dedicated Tea Club Assistant to start as soon as possible. The successful candidate will be compassionate and caring and will play a vital role in providing inclusive care and support to pupils, ensuring children's safety and welfare during the after school club.

This is an exciting opportunity for anyone wanting to work in a brilliantly supportive, inspiring, and enjoyable working environment, giving you the opportunity to make a positive difference to the lives of young children every day.

Key Responsibilities:

- Building positive relationships with pupils and staff within the school community.
- Supervise and manage routines associated with lunchtime.
- Supervise, guide and encourage children to develop good social skills, including eating and table manners.
- Maintain discipline during the lunch break and to promote adherence to the school's behaviour and anti-bullying policies.
- Assist the children to play by suggesting activities and teaching play skills.
- Manage the safe use of play equipment.
- Provide first aid treatment when required.

Our ideal candidate will:

- A passion for working with children and a commitment to promoting well-being and social development.
- Have excellent communication and interpersonal skills, with the ability to form strong and supportive relationships with children
- Demonstrate patience, empathy and a positive attitude towards overcoming behaviour challenges
- A resilient, proactive and positive nature
- High levels of enthusiasm, energy and positivity when working with pupils
- Have the ability to create and maintain a safe and supportive play environment

We also have a vacancy for a Lunchtime Supervisor position available, which would be suitable to be combined with this role. If you would like to apply for both roles, please contact the school office and your application can be considered for both positions.

How to Apply:
If you have the skills and drive to be successful in this role, please contact school on 01740 555005 or by email on admin@wynyardprimary.org.uk for an application pack. Please return the application form to school by the closing date below.

For more information about us, please visit www.wynyardprimary.org.uk

Closing Date for Applications: 10am on Thursday 3rd December 2026
Interviews: 10th December 2026
Position Available: As soon as possible

Wynyard Church of England Primary School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant will be subject to relevant vetting checks in line with Keeping Children Safe in Education Part 3, including an enhanced disclosure, satisfactory references, before an offer of employment is confirmed. All shortlisted candidates will be subject to an online check as part of the safer recruitment process. Wynyard Church of England Primary School welcomes a diverse population of both children and staff and is committed to promoting and developing equality of opportunity in all its functions.

Tea Club Assistant Job Description

POST:	Tea Club Assistant Fixed term until 31st August 2027, initially NJC point 3 15 hpw 190 days TTO
SALARY GRADE:	NJC point 3
RESPONSIBLE TO:	Headteacher
JOB PURPOSE:	To work under the direction of SLT, Class Teachers and other appropriate staff, in assisting and supervising children during the school after school club to ensure the children's safety and welfare.
ACCOUNTABILITIES/MAIN RESPONSIBILITIES	
Supervise and Manage the routines associated with lunchtime	• Ensure children are suitable dressed depending on weather and indoor/outdoor activities • Organise and supervising the washing of hands and hygiene of infant/junior pupils. • Supervise the storage and retrieval of packed lunches, clothing and other belongings. • Supervise queuing, waiting taking turns and seating in designated areas. • Supervise movement between various areas of the school. • Supervise routines for dressing in outdoor clothes when necessary, using toilets and movement in the Tea Club area.
Communication	• Establish rapport and respectful, trusting relationships and communicate effectively with pupils/staff and carers. • Share information confidentially about pupils with teachers and other professionals as required. • Listen to children and act as a trusted authority who will fairly resolve disputes, reassure worries, calm fears and soothe distress.
Supervise, guide and encourage the children to develop good social skills, including eating and table manners	• Ensure a calm and respectful environment where all children feel valued. • Assist children to play respectfully, teaching playing skills such as taking turns, sharing equipment, following rules, choosing fair sides in team games etc.
Safeguarding and Promoting the Welfare of Children & Young People	• Carry out tasks associated with pupils' personal hygiene and welfare, including personal intimate care, physical needs, whilst encouraging independence • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate.

Maintain discipline and promote adherence to the school's behaviour and anti-bullying polices.	• Acknowledge and praise good behaviour. • Challenge less favourable behaviour and direct them to change their behaviour. • Issue sanctions in line with the school's behaviour policy. • Report poor behaviour to class teachers
Data Protection	• To comply with Melrose Learning Trust policies and supporting documentation in relation to Information Governance, this includes Data Protection, Information Security and Confidentiality.
Health & Safety	• Be aware of and implement your health and safety responsibilities as an employee. • Work with colleagues and others to maintain health, safety and welfare within the working environment. • Administer First Aid to pupils when required, reporting accidents and illness to teachers. • Manage the safe use of play equipment which may be available.
Equalities	• Promote inclusion and acceptance of all pupils. • Within own area of responsibility work in accordance with the aims of the Equality Policy, treating individuals with the respect for their diversity, culture and values.
Flexibility	• The school provides front line services, which recognises the need to respond flexibility to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Trust policies and procedures.
Customer Service	• The school requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires all staff to offer a professional level of service at all times.

Tea Club Assistant Person Specification

Essential upon appointment	Desirable on appointment
Knowledge • Good understanding of child development and play skills • Understanding of individual children and young people's needs • An understanding that children/young people have differing needs and knowledge of inclusive practise	• Evidence of Experience of working with children • Knowledge of Behaviour Management techniques • Experience and training in relation to administrating First Aid
Experience	• Experience of working with children in an education setting
Personal Qualities • Dedicated to high standards and expectations • Demonstratable interpersonal skills • Ability to work successfully in a team • Ability to nurture and care • Punctual and hard working • Confidentiality • Creativity • Flexibility	
Occupational Skills • Good written and verbal communication skills: able to communicate effectively and clearly and build relationships with staff and children • Positive and decisive behaviour management skills	
Qualifications	• Appropriate first aid training. • Food Hygiene Certificate
Other Requirements • Enhanced DBS clearance • To be committed to the schools' policies and ethos • To be committed to Continuing Professional Development • Motivated to work with children • Ability to form and maintain appropriate relationships and personal boundaries with children • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintaining discipline • An empathy for equality and diversity	