

HEREFORD CATHEDRAL SCHOOL

CANDIDATE INFORMATION

AFTER SCHOOL CLUB SUPERVISOR

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HEADMASTER'S WELCOME



Hereford Cathedral School is a place where both staff and pupils alike are happy, purposeful, and fulfilled. Situated in the beautiful Cathedral Close, we seek to live out our Christian values, which include kindness, compassion and care for one another. We believe in holistic education where impressive academic outcomes are supported by artistic, sporting and cultural achievements, individualised pastoral care, and an emphasis on character education.

I believe that there has never been a more exciting time to join HCS. While we are the fifth oldest school in the UK, our eyes are firmly fixed on the future with a clear vision to provide a sector-leading educational provision which values continuous professional development, a culture of collaboration, reflective practice, and where colleagues are nurtured, supported and encouraged in their careers.

I look forward to meeting you and hope that you will want to join our wonderful community.

Yours ever,

Michael



AIMS, ETHOS & VISION

We provide boys and girls aged 3 to 18 with an excellent standard of teaching and individual care, offering them a broad range of opportunities to develop every aspect of their potential. Hereford Cathedral School culture produces well balanced, confident and considerate young adults ready for the wider world.

We seek:

- To meet pupils' academic and personal needs and to promote virtuous character and Christian values;
- To provide an environment in which pupils feel valued and learn to work collaboratively;
- To provide a balanced, innovative and challenging curriculum with a wide range of extra-curricular opportunities;
- To encourage pupils to achieve their academic potential and to foster a culture in which teaching and learning of high quality are given central priority;
- To ensure the highest quality of pastoral care, support and guidance; and
- To equip all pupils to thrive in a rapidly changing world.

As part of an ancient Cathedral foundation, and as a Choir School, which has the privilege of a Cathedral as its chapel, we are a Christian School in the Anglican tradition, although we welcome and value those of other denominations and faiths. Each pupil is encouraged to consider seriously and openly the Christian tradition within which the School is founded.

We believe that the best education is a partnership between school and family; we place great value on maintaining close, constructive communication with parents and seek to establish the education of each pupil as a joint endeavour. While the academic development of each pupil is a central objective of both the School and the parent body, we seek, through example and ethos, to prepare our pupils for life beyond school by developing certain attributes, dispositions and values. These include: self-discipline, diligence, acceptance of responsibility and challenge, regard for proper authority, honesty, courtesy, fairness, trustworthiness, loyalty, sensitivity to the needs and views of others, courage, and the capacity to look to the future.

Our aim is to fulfil our charitable status through service to the local community by support for Cathedral choristers, charitable fundraising, the loan of buildings and other services to the community. Through competitive fee levels and the award of choristerships, scholarships, and bursaries, the pupil body reflects a wide cross-section of the local population.







A BRIEF HISTORY

Hereford Cathedral School is one of the UK's oldest schools, most likely dating back to 676AD when the Diocese of Hereford was founded. This would make it the sixth oldest school in the country, originating as a song school attached to the Cathedral. The educating of the Cathedral choristers has continued unbroken to this day.

The School has always been situated in the beautiful Cathedral Close and has expanded significantly since the late 19th century from around 100 boys to its current total of around 750 pupils, with the introduction of girls from 1970. Boarding has always been an integral part of the School's history with School House, Number One and the Old Deanery all having been pupil accommodation at various times. In 2018, the School re-introduced boarding through the acquisition and opening of Wilmot House in How Caple, which is home to around 40 pupils from across the world.

The Cathedral Prep School was founded in 1898 and moved to its present site on Castle Street in 1925 before becoming Hereford Cathedral Junior School upon its acquisition in 1987 by the Hereford Cathedral School Foundation. Hereford Cathedral School has a long and venerable history, but its eyes are firmly fixed on the future as it prepares the current generation for the opportunities and challenges of the decades and centuries which lie ahead.





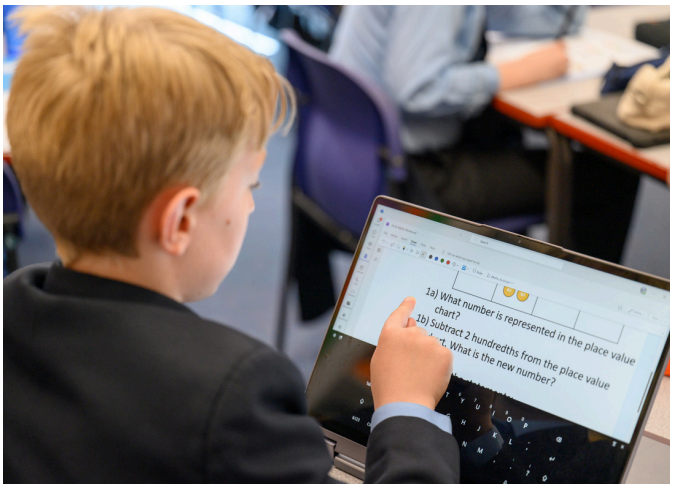




LIFE AT THE SCHOOL

We are very much a family school, catering for pupils from age 3 to 18. Many of our pupils have siblings at the school, and in some cases their parents were here too. Pupils and parents are very loyal and supportive of 'their' school. We have a reputation for outstanding pastoral care and as a result, pupils are remarkably tolerant and understanding of one another. It is important to us that every child is valued within our community. We seek to provide young people with the necessary skills and self-confidence to become well-rounded, balanced adults who will make a positive contribution to those around them.

As a Cathedral School we expect pupils and staff to be sympathetic to and supportive of our Christian ethos, although we welcome and value those of other faiths, too.













A BEAUTIFUL CITY, CULTURE AND A TASTE OF TRANQUIL COUNTRYSIDE

As a school we are fortunate to enjoy a position at the very heart of a fine cathedral city, at the centre of one of England's least spoiled counties.

Hereford and the county beyond – with a range of housing to suit all tastes and price brackets, and ready access to beautiful countryside – affords an enviable quality of life. The River Wye flows past our doorstep through the city down to the Forest of Dean, while the Brecon Beacons, the Malvern Hills, Hay-on-Wye, with its internationally acclaimed literary festival, and Ludlow, famous for its food festival, are all within easy commuting distance.

Hereford itself also offers a wide range of independent eateries and great places to eat and drink, including the award-winning, world-famous Beefy Boys. The city is home to The Courtyard Theatre, a vibrant arts venue hosting high-quality drama, music, dance and community events throughout the year. With an Odeon cinema and a modern shopping centre, there is plenty to enjoy and commuting is straightforward, with excellent transport links to London, Birmingham and Cardiff.

A city renowned for its wonderful music, Hereford was also home to the composer Elgar for a significant period in his life. The Cathedral and School play host to the Three Choirs Festival every three years, and everyday choral music of the very highest standard can be enjoyed at Evensong. For those with a more eclectic taste, the county is home to a host of talented musicians who regularly perform at venues and festivals across the region. It is little wonder that many people who have visited Hereford on holiday choose to settle in the area permanently.

Find out more about what Herefordshire has to offer on the Visit Herefordshire website.



JOB DESCRIPTION:
AFTER SCHOOL CLUB SUPERVISOR

Post title: After School Club Supervisor
Location: Hereford Cathedral Junior School
Contract: Permanent

Hours/weeks: 3.15pm to 5.35pm, 5 days a week, term time (36 weeks of the year)
Salary: £12.71- £13.12 an hour (working pattern this equates to £6,170-£6,370 annually)
Start date: ASAP

Purpose of this job description:

Hereford Cathedral School considers this document as a "snapshot" of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description which follows is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

OPPORTUNITY

The After School Club Supervisor is responsible for providing a safe, nurturing and engaging environment for pupils attending the After School Club. The role involves planning and delivering a varied programme of activities, organising resources, supervising pupils and promoting their wellbeing, development and enjoyment at the end of the school day.

The successful candidate will hold a relevant Level 3 childcare or educational qualification and work closely with colleagues to ensure high standards of care and supervision are maintained.

REPORTING LINES

The post holder reports to the Principal via the Head of Pre-Prep.

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THE ROLE:
AFTER SCHOOL CLUB SUPERVISOR

Main Responsibilities

Planning and Delivery of Activities

- Plan, prepare and deliver a varied programme of engaging activities for pupils across the Junior School from age 3-11.
- Provide a balance of creative, physical, educational, outdoor and recreational opportunities.
- Ensure activities are inclusive and meet the differing ages, interests and needs of pupils.
- Promote opportunities for independent, collaborative and imaginative play.
- Encourage pupils' social, emotional and personal development through positive interactions and activities.
- Contribute ideas for themed activities throughout the year.

Resource Management

- Organise, prepare and maintain resources required for activities and daily provision.
- Ensure equipment and resources are safe, clean, well maintained and fit for purpose.
- Monitor the condition of resources and report any concerns or replacement needs.
- Ensure activity areas are set up appropriately and returned to a tidy and organised condition at the end of each session.
- Promote respect for resources and encourage pupils to take responsibility for equipment and learning spaces.

Pupil Welfare and Supervision

- Ensure the health, safety and wellbeing of pupils at all times.
- Maintain appropriate supervision and staff: pupil ratios during all sessions.
- Follow safeguarding, child protection, health and safety and behaviour policies at all times.
- Support pupils in developing positive relationships and good behaviour.
- Build supportive relationships that promote confidence, independence and self-esteem.
- Administer first aid and respond appropriately to accidents and medical needs in accordance with school procedures and training.
- Ensure pupils' medical, dietary and individual care requirements are followed.

Communication

- Build positive and professional relationships with pupils, parents and colleagues.
- Maintain accurate daily registers and attendance records.
- Communicate relevant information relating to pupil welfare, behaviour or wellbeing to appropriate staff.
- Liaise with teaching and support staff to ensure continuity of care.
- Provide appropriate feedback to parents at collection times where required.

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Working with Others

- Be a positive, professional role model for pupils and colleagues.
- Work collaboratively and supportively as part of the Junior School team.
- Promote an inclusive culture where everyone feels valued and respected.

Training and Professional Development

- Attend INSET days, staff meetings and training as required.
- Take an active interest in professional development and seek opportunities to develop knowledge and skills.
- Participate fully in the school's appraisal process.
- Keep up to date with relevant educational practice, safeguarding requirements and statutory guidance.

Other Duties

- Undertake any other reasonable duties commensurate with the role.

All School Staff Are Expected To

1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan
2. Support and contribute to the School's responsibility for safeguarding students
3. Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.
4. Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors
5. Work within the Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process.
8. Adhere to policies as set out in the Staff Handbook/Teacher Standards and Regulations.
9. Undertake other reasonable duties related to the job purpose required from time to time
10. Adhere to School Safeguarding and Child Protection Policies.

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SAFEGUARDING & PROTECTION OF CHILDREN AND YOUNG PEOPLE

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an Enhanced criminal record check from the Disclosure and Barring Service (DBS).

These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent them from working with children. Staff must inform the school if they are subject to criminal investigations or convicted while in the employment of the School.

HEALTH & SAFETY

As an employee you are expected to:

- Take reasonable care of your own health and safety
- Take reasonable care not to put other people - fellow employees and members of the public - at risk by what you do or don't do in the course of your work
- Co-operate with your employer, making sure you get proper training and you understand and follow the company's health and safety policies
- Not interfere with or misuse anything that's been provided for your health, safety or welfare
- Report any injuries, strains or illnesses you suffer as a result of doing your job
- Tell your employer if something happens that might affect your ability to work (e.g. becoming pregnant or suffering an injury)
- If you drive or operate machinery, to tell your employer if you take medication that makes you drowsy

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	PERSON SPECIFICATION	
	Essential Criteria	**Desirable Criteria**
Qualifications	• Has appropriate Level 3 or above childcare training and qualifications	• Paediatric First Aid qualification. • Food Hygiene qualification.
Experience and Knowledge	• Experience of working with children within EYFS, KS1 or Key stage 2 • Ability to plan and organise engaging activities for children • Commitment to promoting pupils' wellbeing and development.	• Experience of leading an after-school club or holiday provision. • Knowledge of the EYFS Framework and National Curriculum. • Experience of organising outdoor learning and play opportunities.
Skills and Abilities	• Strong communication and interpersonal skills. • Ability to build positive relationships with pupils, parents and colleagues. • Good organisational skills and the ability to work independently.	

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	PERSON SPECIFICATION	
	Essential Criteria	**Desirable Criteria**
Aptitude	• Be an excellent practitioner who is committed to high standards. • Is enthusiastic and enjoys working with young children • Has a positive attitude to improvement and change	
Safeguarding Children, Young People and Vulnerable Adults	• Understands their role in the context of safeguarding children, young people and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	• Understanding of the requirements of Equality and Diversity	

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HOW TO APPLY

An application form and information pack may be downloaded from the school website: www.herefordcs.com/about/work-at-hcs/

Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to recruitment@herefordcs.com

The closing date for applications is **9am on Monday 23 November 2026.**

The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School's safeguarding can be found on the school website.

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.