



## Information for applicants for positions with XLWales

**XLWales** is an educational charity working with the aim: *“helping Wales to excel in the 21<sup>st</sup> Century.”* The charity was launched in 1996.

We help children and adults experience the excitement of science, technology, design and maths via ***Invention challenges*** and ***Discovery challenges***. The challenges also help to develop life skills such as innovation, communication, problem solving, team working, and a ‘can-do’ approach.



**Holiday Club** is located in Oystermouth primary School in Mumbles, providing childcare during the school holidays.

**Community Group Roadshow** visits Children’s Clubs, Family Centres and Events. Providing both children and adults with exciting invention and discovery challenges

**Schools Roadshow** visits Primary Schools across Swansea delivering Invention & Discovery Challenges linked to the National Curriculum

### Recruitment

#### Play Leader

We are recruiting a play leader to work at our Club in Oystermouth Primary School, Mumbles. The position is during the school holidays

#### Play Workers

Required for our holiday club in Mumbles

The Clubs provides Invention & Discovery Challenges for 4-11 year olds in a childcare setting. Children also participate in sports and games. The main Club is open over the holidays from 9:00am – 4:30pm on Mondays through Fridays. With an Early Club starting at 8.00am and a late club until 6.00pm

#### What do I do next?

Read the information and application notes on the following page carefully and use them to complete the application form. Ensure that you complete all sections of the form and mail to address on the bottom, not forgetting to enclose a copy of your curriculum vitae

If you require any further information contact us on (01792) 324060

**Closing date Monday 26<sup>th</sup> January 2009 Interviews will be held week 2<sup>nd</sup> February**



# Application Notes

## Information about the Positions

We are looking to recruit staff to help deliver exciting challenges and activities at our club in Mumbles, Swansea. The successful applicants will join a team of professionals operating family learning, childcare learning activities and in-school education.

**Venue:** Your place of work will be Mumbles, Swansea or elsewhere if necessary

**Play leader** responsibilities will include the following:

- ◆ To take day-to-day responsibility for the operation of the Holiday Club and ensure that the Club is operated in accordance with our obligations to CSSIW
- ◆ To assist in the training and development of Club staff
- ◆ To supervise staff whilst they are working at the clubs
- ◆ To participate in the planning and marketing of the club
- ◆ To ensure good relationships with parents are maintained, particularly with parents of children with special needs
- ◆ To follow Health and Safety and security measures during the Holiday Club
- ◆ To assist in challenge /activities development

**Hours:** 45 hours per week approximately during school holidays

**Wages:** £6.95 per hour

## Play Worker

- ◆ To help provide high quality, fun activities which will encourage children from age 4 -11, to complete Invention and Discovery challenges.
- ◆ To assist in the cleaning of the premises and ensure that they are visually pleasing and that all equipment and materials are in good working order, clean and stored correctly and efficiently.
- ◆ To follow Health and Safety and security measures during the Young Inventors' Club.
- ◆ To ensure good relationships with parents are maintained, particularly with parents of children with special needs.

**Hours:** 42.5 hours approximately during school holidays

**Wages:** £5.90 per hour

**Previous applications:** Even if you have worked for us or applied to us before, we would be very grateful if you would complete the whole form, as this will assist in our short-listing process.

Extensive induction & training will be given to the

## Completion of application form

**Occupation:** Please give details of your current or most recent job, and state whether full or part-time. If you are studying, please state 'Part-time student' or 'Full-time student', and details of the course in the 'Qualifications' section of the form.

**Wage rate:** Please state the wage rate in £ per hour or per annum for your current or most recent job.

**Qualifications:** Please state all academic or professional qualifications from GCSE/'O' level onwards, giving subjects and grades. Please include details of any relevant training courses you have attended, and details of any courses you are currently studying. If your application is successful, you may be asked to provide proof of any qualification stated.

**Languages:** Please state any languages you can speak other than English (e.g. Welsh) and your level of ability to speak that language.

**Worked for us before:** If you have worked for us before on a paid or voluntary basis, please give brief details here.

**Experience:** Please give a summary of relevant experience, whether paid or voluntary. The essential and desirable criteria listed below may assist.

## Essential criteria

- ◆ Considerable experience of working with children, paid or voluntary, in an in-school or out-of-school setting
- ◆ Play leader must have NVQ level 3 or equivalent
- ◆ Qualified in science, technology, mathematics or ICT to GCSE or beyond, or able to demonstrate an equivalent level of knowledge
- ◆ Ability to work under own initiative and as part of a team
- ◆ Highly motivated
- ◆ Excellent organisation skills

## Desirable criteria

- ◆ Qualifications in teaching and/or in childcare
- ◆ Experience of working with children with Special Educational Needs
- ◆ Qualified in science, technology, mathematics or ICT to 'A' level or beyond, or able to demonstrate an equivalent level of knowledge
- ◆ Car driver with access to a car
- ◆ The ability to speak Welsh

**References:** You must supply two references, with addresses and phone numbers. These should have known you for a year or more, and one must be able to comment on your experience of working with Children

**Criminal proceedings/signature:** Please note that you must complete this section, and sign the form

Curriculum Vitae: Please supply a comprehensive typed CV with your application. Please do not answer any questions on the application form "See CV" – the questions on the form must be answered in full.