



**Triumph
Learning Trust**

Applicant Information Pack



Table of Content

04

Job Advert in Brief

10

Welcome to Cawston
Grange Primary School

05

Welcome to Triumph
Learning Trust

12

Job Description

06

About Triumph Learning
Trust

15

Person Specification

08

Employee Benefits

17

Contact Information





Job Advert in Brief

After School Club Assistant

Hours per week: 4.5 hours

Weeks: 38 weeks

Salary: B3 £24,796 FTE £2,516 pro rata

Cawston Grange Primary School

Scholars Drive, Cawston, Rugby CV22 7GU

01788 816820

admin3594@welearn365.com

www.cawstongrangeprimary.com

Cawston Grange Primary School is looking to appoint a caring, enthusiastic and reliable After School Club Assistant to join our friendly team. The successful candidate will help provide a safe, welcoming and engaging environment where children can relax, play and take part in a variety of enjoyable activities at the end of the school day.

Working alongside the After School Club team, you will support the planning and delivery of creative play opportunities, encourage positive social interaction, and help ensure the safety, wellbeing and happiness of all children attending the club. This is a rewarding opportunity for someone who enjoys working with children and is committed to providing high-quality childcare in a fun and nurturing setting.

The application form and supporting documents for this post are available on My New Term:

[Cawston Grange Primary School - My New Term](#)

Curriculum Vitae (CV) are not accepted.

The school is committed to safeguarding, promoting the welfare of children and to equality of opportunities. **An enhanced DBS will be required for the post.**

Closing Date: Monday 31st August 2026



“Coming together is a beginning; staying together is progress; working together is success”

Dear Applicant,

We invite you to come and join Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of each individual.

We're incredibly proud of the work that we do for our pupils and we're proud of how we do it. Our 5 exceptional schools have their own unique identity underpinned by the principle that relationships are at the heart of everything we do. We exist to transform the life chances of our children and young people. Every decision we make is about the children and young people we serve, their learning experience and their personal development.

Our strength lies in our commitment to collaborate and share excellent practice between all our schools. We believe that the best schools are those that offer the best development opportunities to staff. We believe in the retention of our staff, of developing them through high quality CPD and sustaining them through a wide range of opportunities.

Triumph Learning Trust provides an efficient, effective shared services team who are able to be highly responsive to the needs of our schools. School Improvement is key and we endeavour to ensure the highest proportion of our expenditure is focused on providing highly effective CPD for all of our staff.

We believe that accessing the best training, the best coaching, the latest research, the best practice, locally, nationally and internationally... gives us the best opportunity to succeed now and everyday.

We hope that you will take the opportunity to find out why working for Triumph Learning Trust is a positive career decision for you.

Triumph Learning Trust came into existence on 1st September 2024. We uphold the principles of collaboration, innovation and aspiration. We believe that everyone is welcome in our schools with a 'no limits' culture. We are committed and determined to enable all of our learners to be ambitious and optimistic for their future.

Our success is driven by a commitment to relentlessly working to improve standards. The Trust has two partner primary schools in Coventry and two primary and a secondary school in Rugby. We look forward to working with other schools who share our values and ambition.

We believe that an aspirational and inspirational education is the right of every child.

Our Trust was created with one sole aim. For member schools to deliver, through partnership and collaboration, an outstanding learning experience for all children so they flourish and thrive enabling them to achieve their own individual excellence.

We have a strong board of committed and passionate Trustees and Members who work closely with schools and their Local Accountability Boards to challenge and support leaders in all that they do.

We strive to maintain schools which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.



-  Rugby Free Primary School
-  Rugby Free Secondary School
-  Courthouse Green Primary School
-  Alderman's Green Primary School
-  Cawston Grange Primary School

Triumph Learning Trust: Working with Partners who share our ambition to innovate in an inclusive environment



460+

Employees



5

Schools and
Counting



3,171

Students



11

Trustees /
Members



4

Resource
Provisions for SEND

Ofsted

Performance

[Click here for Ofsted Reports to Triumph Learning Trust Schools](#)

[Cawston Grange Primary School](#)

[Rugby Free Primary School](#)

[Rugby Free Secondary School](#)

[Alderman's Green Primary School](#)

[Courthouse Green Primary School](#)

“ Leaders take action to ensure that pupils who need help, get the support they need. ”

“ All pupils, including those with special educational needs and/or disabilities (SEND), achieve exceptionally well. ”

“ Pupils develop an informed understanding of global issues and show high levels of respect and consideration for others. ”



Strategic Framework

The Vision, Mission and Values ensure the Trust are aligned and working toward long-term goals and objectives.



Aspiration

Innovation

Collaboration



Mission

Achieving quality and resilience in all that we do.



Vision

Triumph Learning Trust, a community where everyone will flourish and succeed through collaboration, innovation and aspiration. Creating together a place where all belong whilst celebrating the unique identity of our schools.



Values

Aspiration



Innovation



Collaboration





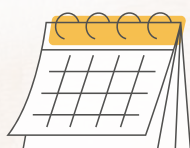
Family Friendly Leave

Enhanced Maternity, Paternity, Adoption Leave



Lifestyle Discounts

e-vouchers, gift cards, top up cards, discount codes, local discounts



Annual Leave

Support Staff, 25 days per year, plus bank holidays



Home and Electronics Scheme

Salary sacrifice scheme: Buy up to 1000s of items fulfilled by Currys, Decathlon, John Lewis & Partners etc.



Cycle to Work Scheme

Salary Sacrifice scheme: Savings on bike/bike equipment



Gym Membership

Salary sacrifice scheme: Save and spread the cost of annual health club memberships.



Discounted EV Charging

Savings on electricity charging rates to employees whilst at the school with these facilities.



Discounted Use of School Facilities

We work with Community Lettings UK to manage community use of facilities at its schools.



Refer a Friend Scheme

Our scheme entitles you to receive £250.00 per referral



Private GP Services

24/7 online private GP services, available to employees and dependents. (not partners or spouses)



Outstanding Pension Scheme

Auto enrolment into either the Local Government or Teacher Pension Schemes.



Employee Assistance Program

24/7 in the moment support via telephone helpline.



Eye Tests

Free eye tests for all employees through Specsavers Corporate Voucher Scheme, with £50 credit towards glasses.



Continuous Professional Development

Enhancing employees skills and knowledge through regular training, education and learning opportunities.





Dear Applicant,

We warmly welcome you to Cawston Grange Primary School — a school at the heart of its community, where positivity, teamwork and ambition shape everything we do.

At Cawston Grange, our vision of inspiring learning and building community is more than just words. It guides how we work together, support one another and provide every child with the opportunities they need to thrive. This is a place where children are known, valued and celebrated, and where staff are encouraged and supported to be the very best they can be.

Our curriculum is rich, creative and ambitious, designed to spark curiosity and prepare pupils for a world full of opportunity. We want children to discover their talents, think deeply, work collaboratively and enjoy the process of learning. Just as we nurture our pupils' potential, we are equally committed to investing in our staff. Professional development, teamwork and shared success are central to who we are, because we know that when staff flourish, our whole community flourishes too.

We are proud of the positivity and energy that defines our school. From classroom practice to community events, we work closely with families and colleagues to build strong partnerships and a culture of care and belonging.

If you are excited about making a difference, if you value teamwork and are eager to grow alongside a dedicated and supportive staff, we would love you to join our team at Cawston Grange.

Warm regards,



K. Worthington

Headteacher, Cawston Grange Primary School



Cawston Grange Primary School

At Cawston Grange, we believe that education should open doors, spark curiosity and give every child the confidence to shape their own future. Our vision of inspiring learning and building community runs through everything we do, brought to life through our core values of Excellence, Respect and Friendship.

This is a school where every child is known, valued and celebrated for who they are. We are proud to be an inclusive community, embracing the uniqueness of each journey and recognising that progress looks different for every child. Whether it's mastering a new skill, showing kindness to a friend or finding the courage to take on a challenge, every step forward matters.

Our curriculum is rich, varied and designed to prepare pupils for a world full of opportunity. From creative exploration to outdoor adventures, from problem-solving to teamwork, we want children to discover their talents, stretch their thinking and enjoy the process of learning. We work in partnership with families, knowing that together we create the strongest foundation for children to flourish.

Cawston Grange is more than a school — it's a community where ambition, care and belonging are part of everyday life. We hope you enjoy exploring our website and seeing for yourself the energy, commitment and joy that define our school.



Job Description



AFTER SCHOOL CLUB ASSISTANT

Salary	Band B; SCP 3	£24,796 FTE £2,516 pro rata
Hours	4.5 hours per week	
Reporting to	Club Manager	
Liaising with	Club Assistants; Pupils	
Start Date	1 st October 2026	

Main Purpose

To support the delivery of a safe, stimulating and inclusive after school club for children, providing high-quality care in a nurturing environment. The postholder will help deliver a range of enjoyable activities that promote children's social, emotional and physical development while ensuring their safety, wellbeing and happiness at all times.

Key Responsibilities

Childcare & Supervision

- Supervise children attending the after school club, ensuring their safety and wellbeing at all times.
- Create a welcoming, caring and inclusive environment where every child feels valued.
- Build positive relationships with children and encourage confidence, independence and self-esteem.
- Support positive behaviour in line with the school's Behaviour Policy.
- Ensure appropriate supervision ratios are maintained throughout each session.

Activity Support

- Assist in planning and delivering a varied programme of engaging activities suitable for children of different ages and interests.
- Support children in a range of activities including:
 - Arts and crafts
 - Outdoor play
 - Sports and physical activities
 - Board games and group games
 - Creative and themed activities
- Quiet reading and homework support where appropriate
- Prepare, organise and safely store equipment and resources before and after each session.
- Encourage children to develop friendships, confidence and teamwork through play.

Job Description



Safeguarding & Welfare

- Safeguard and promote the welfare of all children in accordance with Keeping Children Safe in Education, statutory guidance and school policies.
- Report any safeguarding or welfare concerns immediately to the Designated Safeguarding Lead (DSL).
- Maintain confidentiality while following safeguarding procedures appropriately.
- Support children's emotional wellbeing and respond appropriately to their individual needs.

Health & Safety

- Health and Safety
- Follow all Health and Safety policies, procedures and risk assessments.
- Ensure the club environment remains clean, safe and organised.
- Carry out safety checks on equipment and report any hazards immediately.
- Administer basic first aid where trained and appropriate.
- Promote good hygiene practices, particularly during snack preparation and serving.

Teamwork and Communication

- Work collaboratively with the Club Manager and other Club Assistants to ensure the smooth operation of the club.
- Communicate professionally and positively with children, parents/carers and colleagues.
- Attend meetings, briefings and relevant training as required.
- Share information appropriately to support children's wellbeing and development.

General Duties

- Assist with the registration and collection of children.
 - Support the preparation and supervision of snack time.
 - Ensure children are collected safely by authorised adults in accordance with school procedures.
 - Promote the club's expectations for behaviour, respect and inclusion.
 - Undertake any other reasonable duties appropriate to the post as requested by the Club Manager.
-

Safeguarding

- To ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
- To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
- To identify students who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
- To consider at all times what is in the best interests of the child
- To protect students from maltreatment; preventing impairment of student's health or development; ensuring that students grow up in circumstances consistent with the provision of safe and effective care
- To take action to enable all students to have the best outcomes

Other Specific Duties

- To continue personal development as agreed
- To engage actively in the performance review process
- Establish and maintain effective relationships and communication with staff, parents and students
- Uphold the high standards of the school in all communications.
- Adhere to the schools policies.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description
- Employees are expected to adhere to Cawston Grange Primary School agreed Code of Conduct
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition

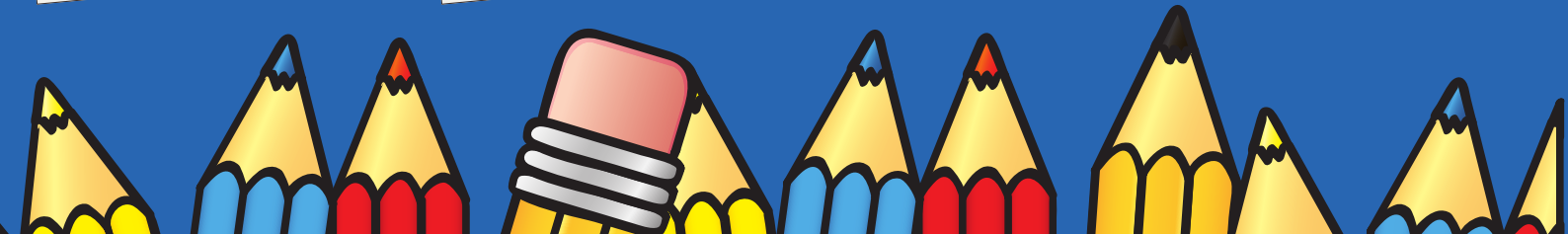
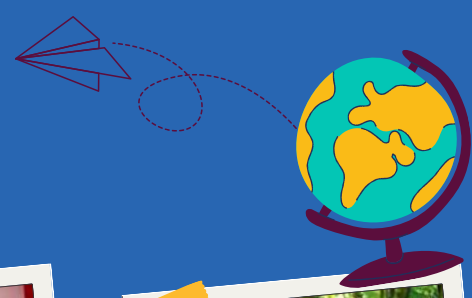
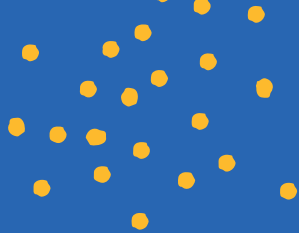


Generic Responsibilities of all Cawston Grange Primary School

- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with. Part of this responsibility involves the checking of visitor identification at the point of school entry and the issuing of relevant safeguarding information.
- Ensure all tasks are carried out with due regard to Health and Safety
- To remain confidential at all times
- To undertake appropriate professional development including adhering to the principle of appraisal
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity professionalism

Person Specification

Attributes	Essential It is essential candidates can provide evidence of:
Experience, Skills and Knowledge	• Good standard of literacy and numeracy (equivalent to GCSE Grade 4/C or above in English and Mathematics, or able to demonstrate equivalent skills). • Experience of working with children in a school, childcare, after school club, holiday club or similar setting. Experience of supporting children through play and structured activities. • Understanding of safeguarding and child protection responsibilities. Knowledge of the importance of health and safety when working with children. Understanding of positive behaviour management. Awareness of equality, diversity and inclusion. • Understanding of the needs of children aged 4-11. Knowledge of food hygiene and allergy awareness. • Experience of working with primary-aged children. Experience of supervising groups of children.
Skills and Abilities	• Excellent communication and interpersonal skills. Ability to build positive relationships with children, colleagues and parents/carers. Ability to work effectively as part of a team. Ability to supervise children safely while maintaining a calm and positive environment. Ability to organise and support a range of engaging activities. Ability to follow instructions and work using initiative where appropriate.
Personal Qualities	• Enthusiastic, energetic and approachable • Patient and caring attitude • Flexible and adaptable • Positive role model for children • Ability to work during school holiday periods





If you feel that you could bring further impetus to our drive to improve the provision for our students and have the necessary energy, enthusiasm and sense of humour to take us forward at this exciting time, then please get in touch.

To arrange an informal discussion or visit to the school, please contact:

School Enquiries

-  [01788 816820](tel:01788 816820)
-  cgps-enquiries@triumphlearning.org
-  www.cawstongrangeprimary.com

Feel free to contact HR if you have any questions regarding the recruitment process, require further information about the position, or need assistance with your application.

HR Enquires

-  02476 688918
-  hr@triumphlearning.org
-  triumphlearning.org

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown but in consultation with the post holder may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

We reserve the right to withdraw this vacancy at any time.

Triumph Learning Trust is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check. Triumph Learning Trust are always happy to receive speculative applications from excellent teachers and support staff.

All teachers are subject to the conditions of employment set out annually in the School Teachers' Pay and Conditions Document (STPCD). This job description reflects the National Standards for Teachers which are used by the school alongside our own agreed Career Stage Expectations.



Anderson Avenue | Rugby | Warwickshire | CV22 5PE | 02476 688918

 www.triumphlearning.org  facebook.com/TriumphLearningTrust  triumph-learning-trust  triumph_learning_trust
