



Job Description: Wrap Around Care Club Manager

Job details

Salary: Hay Grade 7, FTE £27711, Actual Pro Rata £7111.96

Hours: Monday to Thursday 2.45-5.30pm Term time only

Contract type: Part time, Fixed Term in first instance with possibility for permanent

Reporting to: Headteacher/School Business Manager

Responsible for: After School club Deputy manager

Our School Vision and Values:

At Bembridge CE Primary School our vision is to develop a school community who show LOVE to all, being kind with their words and actions. A community who demonstrates COURAGE by standing up for what is right no matter how difficult that might be. A community who show RESPECT by treating others as they would like to be treated themselves.

At Bembridge CE Primary we build strong relationships to ensure our children feel nurtured and safe. We support our children to have positive emotional and mental health and an understanding of their place in the wider world. Our curriculum inspires excellence and challenges our pupils to be their best. Every child feels valued and knows their strengths.

Main purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures. The wrap around care service may be available before/and or after school and/or during the school holiday periods.

Duties and responsibilities

Planning and delivering activities

- › Manage the after school clubs that run alongside wrap around care
- › Manage the bookings on school systems
- › Plan and deliver age-appropriate activities and experiences to support pupils' development
- › Brief other extended provision staff so they're aware of how the activities will run
- › Offer educational instruction where needed to help pupils to share equipment
- › Supervise pupils during activities and help to resolve issues between pupils
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- › Manage stock of resources necessary to carry out planned activities

Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor and major incidents

- › Record details of incidents in line with the school's reporting procedures
- › Feed back concerns relating to pupils' health and safety to a senior member of staff
- › Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- › Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- › Co-ordinate and offer support with setting up and putting away all equipment safely
- › Make sure all policies are up to date and implemented consistently by all staff
- › Inform the Caretaker and School Business Manager of any Health and safety concerns

Safeguarding

- › To be a member of the Safeguarding Team, with corporate responsibility for the safeguarding, and child protection of all children. (Deputy Designated Safeguarding Lead – DDSL)
- › To take part in strategy discussions and inter-agency meetings, and contribute to the assessment of children.
- › To advise and support other members of staff on child welfare, safeguarding and child protection matters, and liaise with relevant agencies such as the local authority and police.
- › To undertake actions to safeguard the children as directed by the Headteacher (DSL).
- › To have sound knowledge of the latest policies and guidance on Safeguarding and Child Protection.
- › Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- › Keep accurate attendance records and report non-attendance in line with school procedures
- › Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Behaviour

- › Report any incidents of serious misbehaviour via CPOMS, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- › Support pupils with their independence and self-esteem when carrying out activities
- › Inform parents of any concerns regarding their child's behavior and actions taken to support the child
- › Complete risk assessments/behavior plans for children whose behavior puts other children at risk of harm

Working with others

- › Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- › Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- › Work with external agencies as appropriate
- › Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)
- ›

Other areas of responsibility

- › Maintain and uphold the vision and values and Christian Ethos of the school
- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Educated to GCSE level standard or equivalent with passes in English and Maths at Grade C or above. • Hold an appropriate childcare qualification or proven evidence of working towards the qualification e.g. CACHE Level 3 or 4. • NVQ Level 3 in childcare/Teaching Assistant or equivalent • First aid training (or willingness to complete it) • Safeguarding training (Level 2 desirable).
Experience	<ul style="list-style-type: none"> • Experience of caring for children of a wide age range and providing safe creative play activities and ability to undertake all associated administrative tasks. • Experience of managing a childcare service to a high professional standard of care. • Experience of leading a team • Experience of planning activities to engage pupils and support development • Experience of childcare booking/administration
Skills and knowledge	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and an understanding of the legislation governing childcare. • Knowledge of child development and how to support their personal development. • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to deliver instructions to junior team members • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion

Notes:

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

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____