



Job Description: Wrap Around Care Club Deputy Manager

Job details

Salary: Hay Grade 4, FTE £24790, Actual Pro rata £6362.29

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

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

Reporting to: After School Club Manager/ Headteacher/ School Business Manager

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

To assist the after-school club manager with the day-to-day operation of the Out of School Club service for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. 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

- Assist the line manager with the day-to-day running of the provision ensuring that the service meets the care, play and educational needs of the children.
- Assist the line manager with the maintenance of accurate records of attendance, registration, fees, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
- Assist with planning and delivery of age-appropriate activities and experiences to support pupils' development
- Assist with the preparation of rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.
- 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

- Act as a deputy manager of the wrap around care, covering any absence of the manager.

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 the Club manager and/or 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
- Ensure that children are using resources safely.
- Clean the room used for wrap around care after each session.

Safeguarding

- Follow the schools' safeguarding policies and procedures and report any concerns to the DSL/DDSL.
- Complete induction safeguarding training.
- Assist the line manager with the maintenance of accurate records of attendance, registration, fees, and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion.
- 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 to the relevant staff member, 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 behaviour concerns

Working with others

- Work to agreed quality standards and defined practices and procedures to ensure that the overall team operates in an effective and efficient way.
- Work with external agencies as appropriate

Other areas of responsibility

- 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 (ESSENTIAL/DESIREABLE)
Qualifications and training	<ul style="list-style-type: none"> • Hold an appropriate childcare or playworker qualification or proven evidence of working toward the qualification e.g. CACHE Entry Level or Level 1. • First aid training (or willingness to complete it) • GCSE or equivalent in English and Maths (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 planning activities to engage pupils and support development • Experience of volunteering or working in a school (desirable)
Skills and knowledge	<ul style="list-style-type: none"> • Ability to demonstrate knowledge and an understanding of the legislation governing childcare. • Ability to communicate with parents / carers and children and instil confidence with them. • Ability to respond quickly and effectively to issues that arise and use own initiative and take action. • Effective communication with adults and children Knowledge and understanding of quality childcare and the role of a playworker. • 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 • Commitment to equality of opportunities for all children and staff.
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: _____