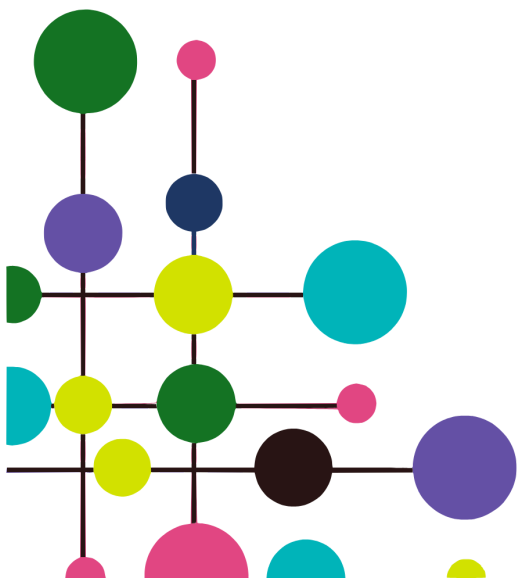


Before & After School Club Manager Job Description

Post	Before & After School Club Manager
Responsible to	
Salary	Grade 4
Location	
Working Pattern	
Disclosure Level	Enhanced DBS



Job Purpose

- To lead the provision and line manage the out of hours staff team.
- To manage the safety and welfare of pupils during out of hours provision, involving supervision alongside actively promoting and engaging with play opportunities for pupils.

Principle Responsibilities

General Duties

- To promote and be aware of the values and aims of the school.
- To set an example of personal integrity and professionalism in line with the MAT Code of Conduct.
- To be familiar and comply with the risk assessments and Health and Safety Policies, alongside the Safeguarding Policy and School Behaviour Policies.
- To have due regard for the safeguarding and the promotion of welfare of children and young people, following the Safeguarding and Child Protection Procedures adopted by the school.
- To report and record issues arising where a safeguarding concern, a behaviour pattern or a wellbeing need is identified or suspected via the school procedure.
- Attendance at necessary training sessions (prior notice of any outside of the usual working hours will be given).
- To be proactive in raising concerns arising throughout the out of hours provision in order for action to be taken e.g., where a staff member has not arrived as expected or an unexpected change arises.
- To be familiar with the fire safety systems and procedures, alongside Lockdown procedures and your role/duties within these to ensure safety at all times.
- Where changeovers of staff occur, be proactive in ensuring that all areas are covered and be prompt in arriving/leaving to release other staff.
- Along with the other out of hours staff, be responsible for checking the environment and resources, reporting any issues arising promptly and risk assessing incidents arising as appropriate.
- To ensure all pupils are treated equally and fairly, with due regard to cultural and religious aspects as needed alongside any racism, sexism or inappropriate language encountered.
- To ensure all pupils are encouraged to participate in all activities and challenge stereotyping of pupils.

Additionally:

- *To ensure procedures and systems are in place to enable effective safeguarding in line with school policies.*
- *To hold the necessary information about pupils' needs in order for them to be successful and catered for effectively within the provision e.g., EHC plans, Target Plans, Behaviour Plans etc.*
- *To ensure staff are confident with the safeguarding procedures out of hours, knowing key roles and responsibilities.*
- *To share information needed on a daily basis for the out of hours team and ensure they are aware of any changes pertinent to their roles.*
- *To share, oversee and manage rota information to ensure all staff know where they are based on a given day and check there are no issues arising with this.*
- *To ensure good communication (verbal, written, digital) with the school leadership team and the out of hours team.*

- *To act as a line manager for the out of hours staff, directing and supervising them according to the school policies and raise any concerns with the Senior Leadership Team of the school.*
- *Respond to staff absence to enable the provision to be fully staffed and compliant e.g., DSL available.*
- *To be the first port of call for any issues arising from the out of hours staff, escalating as necessary to the Senior Leadership Team/designated person.*
- *To ensure all duties needed have been completed prior to the start of the provision and are available at the time needed.*
- *To be involved in the recruitment and induction, as necessary, of the out of hours staff.*
- *To ensure training is up to date, sufficient and regularly reviewed for impact.*
- *To ensure the routines and procedures run efficiently.*
- *To hold the out of hours staff to account for fulfilling their job descriptions and raising any concerns remaining to the Senior Leadership Team.*
- *To be involved in running additional training sessions as required, with the support of the Senior Leadership Team.*
- *To liaise with any external out of hours provision providers in conjunction with other school staff, e.g., the PE Coordinator, to ensure good communication and support with the organisation of pupils' groups etc. to ensure a smooth transition.*

Behaviour Management/Wellbeing Support

- To engage with and promote the pupil reward systems in place within the provision.
- To promote and maintain order and discipline alongside the other out of hours staff.
- Ensure incidents arising within the out of hours provision are dealt with or referred to a line manager, for example, fighting or unruly behaviour, such as bullying.
- Ensuring a calm atmosphere and good behaviour from pupils within the provision.
- To ensure strong communication skills are used to actively listen and build positive relationships with pupils ensuring they feel listened to and supported through your interactions.
- To adapt styles of communication and interaction to support children with additional needs, being proactive in seeking advice and help where needed.
- To use de-escalation and positive reward strategies to ensure school policies are followed for behaviour when needed, diffusing situations and liaising with other staff as needed.
- To be aware of changes within friendships and support pupils with any wellbeing needs developing.
- Through supervision, be aware of vulnerable pupils and be vigilant in supporting their needs.
- Actively observe the area for pupils who may be lonely, upset, sad or need support and be proactive in engaging with these pupils and passing on concerns via the procedures used in school.
- Be aware that out of hours provision is less formal than classroom settings and pupils may need opportunities to be quiet or have less structured provision with a level of choice.

Additionally:

- *To ensure and remind the out of hours team engage with and promote the reward systems in place.*
- *To monitor behaviour and plan/adapt systems to ensure effective behaviour management.*
- *To liaise with school staff on issues arising which may impact classroom and out of hours provision for effective communication.*

- *To receive and pass on information regarding pupil safety such as pastoral / safeguarding information.*

Food Safety and Hygiene

- Where appropriate, assist/supervise with general hygiene requirements prior to pupils eating.
- Encouraging pupils to eat, including those who require additional support such as special educational needs and specific eating needs.
- Ensuring pupils with allergies, dietary or medical needs are known, identified (e.g., wearing designated allergy demarcation such as lanyard / coded on register to identify need) and supported to comply with information known and school policies.
- Assisting pupils with food, e.g., cutting / opening packets and ensuring water is poured and available to all.
- Encourage and model good manners and table habits through the use of cutlery and appropriate eating behaviours.
- To maintain a clean, healthy, and enjoyable environment, including the regular wiping/mopping/brushing of furniture and the floor to ensure it is safe and hygienic.
- To deal with any specific spillages prompt and in line with risk assessments and Health and Safety Policies.

Additionally:

- *To receive and pass on information regarding pupil safety such as medical/ allergy/dietary information.*
- *To ensure compliance with food hygiene standards.*
- *To ensure resources are planned, ordered and available when needed for cleaning and preparation of food/drink (stock control).*

Out of Hours Supervision

- To collect and escort pupils to the provision from the designated collection point as appropriate and ensure handover to receiving adult at the end of the provision e.g., Class teacher/parent or carer.
- Liaise with school/classroom staff/parents or carers to pass on any messages from the school day/home.
- Ensure prompt arrival to receive pupils, so no pupil is left unsupervised on the site, organising transitions between staff to ensure ratios remain satisfactory.
- Where appropriate assist/supervise with general hygiene requirements during the out of hours provision such as washing/changing clothes as needed.
- To listen and be proactive with any pupils reporting illness or accidents which could have caused an injury to ensure medical treatment and supervision is sought.
- Support with the administration of medication and first aid.
- To be aware of the designated First Aiders and where they are based, ensuring any pupil requiring treatment or medical assistance is seen promptly, supervised and dealt with in accordance with the policies.
- Ensure recording of medical/injury concerns takes place (via the school system used) for any pupil the employee is involved with the treatment of. This can be through being responsible for ensuring another member of staff completes this and that parents/carers are informed.
- To check all pupils are adequately dressed and prepared for the weather arising, e.g., wet weather, hot weather or cold weather.
- Ensuring the site remains secure with pupils understanding where they should and should not be and providing appropriate challenge where pupils are choosing not to follow instructions and monitoring areas such as toilets where incidents could arise.
- To be vigilant in any areas of the site where contact with the public could occur e.g., periphery fencing.

Additionally:

- *To coordinate the collection and drop of pupils to and from the provision.*
- *To plan compliance with statutory duties such as ensuring the right people are in the right places e.g., sufficient First Aiders/DSL/ratios of supervision.*
- *To ensure compliance of staff with safer working practices.*

Activity Provision

- To ensure activities are planned and prepared which promote enjoyment, are purposeful and safe.
- Activities should be available and set up promptly for the pupils to access when needed.
- To promote effective play and learning opportunities through a variety of play/activity types, different pupil groupings, resources, and use of space.
- To remain vigilant when supervising and dynamically risk assessing situations as they arise and taking appropriate action.
- To adhere to specific risk assessments where higher risk activities are planned such as sports/cooking/design and technology.
- To supervise and control pupils when inside with the same level of vigilance as when outside, ensuring high standards of behaviour and a calm, enjoyable recreational environment.
- To ensure pupils are occupied through a variety of games and activities enabling pupils to socialise, interact and enjoy the planned provision.
- To know which resources are available for use and where they are kept for out of hours provision.
- To plan and supervise a range of appropriate, age planned activities for children, liaising with other colleagues to coordinate and resource the provision.
- To support pupils to be independent through scaffolding tasks and considering accessibility, adapting where necessary.
- To ensure any resources used during the out of hours provision are returned to the designated areas and are available/replaced as needed (stock control).
- To know and share with the pupils the scheduled activities for the day/week ahead.
- To assist in the communication and provide updates to the parents/carers about the provision.

Additionally:

- *To lead, resource and plan the learning and play activities for the out of hours provision (ordering stock as needed).*
- *To create and share the risk assessments of higher risk activities with the out of hours team.*
- *To listen to feedback provided by the team, responding through the adaptation of planned provision using this information.*
- *To liaise with school staff about the topics and themes for the pupils in the out of hours provision, making links where possible.*
- *To communicate and provide updates for parents/carers about the provision and what is happening and when.*
- *To liaise with new families and pupils, ensuring registration is completed and information needed is available.*

Undertake any other duties as deemed appropriate within the grade and nature of the post to support the needs of the school or in line with updated Government Guidance.

Safeguarding Statement

Robin Hood Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS check.

This appointment is with Robin Hood Multi-Academy Trust. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the trust in relation to the post-holder's professional responsibilities and duties.

The appointment is subject to the terms and conditions outlined in the 'Robin Hood MAT Contract