

William Morris Recruitment Pack

After School Club Manager



Dear applicant,

Thank you for your interest in working at William Morris Primary School.

Come and work in our school, with a fab staff team, where teaching and learning is fun and exciting!

William Morris is a happy place to teach and learn. Our team is a family growing together to develop our school for the children. We are welcoming and supportive. The children at William Morris are friendly and engaged, they are keen to learn and have strong positive relationships with staff.

We provide a popular and successful after school club to children attending our school and would like to recruit an after school club manager who will continue to lead the after school club team and develop our current after school provision to ensure that our children have the opportunity to take part in a range of fun activities in a safe and nurturing environment. Children from Nursery to Year 6 attend our provision from 3-5.50pm Monday-Thursday and from 3-5pm on Friday.

Our Life Skills Curriculum

At William Morris our curriculum includes developing children's personal life skills and the qualities children will need growing up in a world of change. This includes developing skills such as: personal confidence, conversation skills, perseverance and collaboration skills.

Life Skills have been developed with staff, parents and governors who were all invited to share specific skills, achievements, experiences and behaviours which they would like a child at William Morris to experience or learn.



Teamwork

Our great staff team work collaboratively together and we promote staff work/life balance. We are committed to CPD - the successful applicant will have the opportunity to work alongside a talented and passionate team in school and across The Blue Kite Trust. There are future career opportunities within our growing multi academy trust.

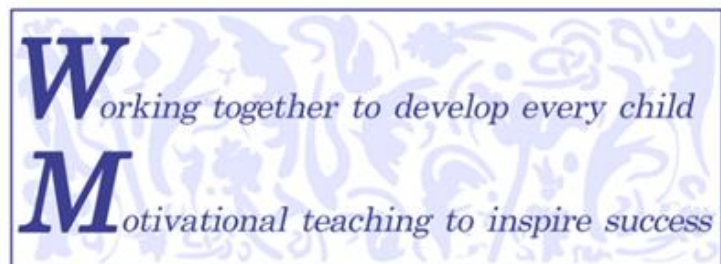
We would be happy to show you around our school - please contact the school office to arrange a tour.

We look forward to hearing from you.

Yours sincerely



Mrs J Fraser
Headteacher



Safer Recruitment Statement

William Morris Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments will be subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) Disclosure, medical pre employment checks, Disqualification Declaration and proof of Right to Work in the UK. References will be contacted and checked prior to interview (if you do not wish us to contact references prior to interview please make this clear on your application). Proof of qualifications will be required and failure to disclose any other required information may render applicants liable to disqualification or dismissal if appointed, were the failure to come to light. Therefore it is imperative that you provide all relevant information requested in order to meet this safeguarding commitment.

For further information and to speak to the Headteacher, please contact the school office on 01793 299022 or look at our school website www.williammorrisprimary.co.uk

After School Club Manager Job Description

Job details

Salary: NJC 'M' Grade (£15.62-£17.69 per hour). Term time only plus INSET days (39 working weeks), 44.84 paid weeks per year.

Hours: 16.5 hours per week- 2.30-6pm Monday to Thursday and from 2.30-5.15pm on Friday. The time from 2.30-3pm daily is for preparation, set up and planning.

Contract type: Permanent

Reporting to: School Business Manager/Headteacher

Responsible for: After School Club Staff

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.

Duties and responsibilities

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Plan and deliver a weekly timetable of activities to include different themes across the term
- Monitor and manage after school club resources and equipment and request orders to replenish as required.
- Brief other extended provision staff so they're aware of how the activities will run and share planning with them
- 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 member of the Senior Leadership Team
- Make sure all food is served in line with health and safety standards and that the dietary requirements of pupils are met and any children with allergies are catered for

- 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

Behaviour

- Lead on managing behaviour of after school attendees to ensure that the school's behaviour expectations are adhered to, ensuring a calm and enjoyable environment for children
- Manage and report any incidents of serious misbehaviour 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

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role. Carry out annual appraisals.
- Co-ordinate staffing the provision, ensuring any absences are accounted for and arranging cover as required
- Lead on communicating with after school staff, sharing ideas and planning

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/allergy/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils after the school day ends until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Manage the signing out and pupil collection process, ensure safeguarding procedures are adhered to
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report all safeguarding concerns on CPOMS and to the DSL

Other areas of responsibility

- Read and follow the relevant school policies

➤ Undertake training required to develop in the role

Person specification

criteria	qualities	
Qualifications and training	• Good general level of education to include Maths and English GCSE grade 5 or above • First aid training (or willingness to complete it) • Level 3 Childcare Qualification and/or equivalent	E D - training will be provided in safeguarding and child protection, first aid and food safety E
Experience	• Working with children or young people • Leading a team • Planning activities to engage pupils and support development • Working with the Public/parents • Experience working in a school or child care setting with children • Experience of working with children with SEND • Administration experience	E D E E E D D
Skills and knowledge	• 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 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 • Strong and competent communicator and leader • Work effectively as a team player	E E E E E E E E

Personal qualities	• Displays warmth, care and sensitivity in dealing with children and their parents	E
	• Understand what constitutes appropriate and successful relationships with children and parents/carers	E
	• A commitment to safeguarding, equality and diversity and inclusion and promoting the personal welfare of children in school.	E
	• Effective organisational and administration skills	E
	• Using a positive approach to promote excellent behaviour	E
	• Understand and ensure confidentiality	E
	• Good communication skills with a range of stakeholders	E
	• Friendly, cheerful and calm at all times with a good sense of humour!	E
	• Above all, you need to be passionate about children's education and wellbeing, to want the very best for them and be prepared to put their needs first	E

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____