Job Title: Small & Tall care club Manager

(Before & after school and school holidays)

| Salary / grade range | Grade 6 (SCP 9 - 15), 25 hours, term time only (before and after school)  *Hours are negotiable for the right person* |
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| Location | Co-op Academy Friarswood |
| Reports to | Headteacher and Local Community Council |

| Purpose of role:  **Purpose and values of the Out of Hours School Club**  Co-op Academy Friarswood wishes to provide parents the opportunity to place their children in a safe, warm and stimulating environment outside of the formal academy day.  **Statement of Purpose**  To lead a small team in creating a safe, inclusive, active and fun environment for all children that attend Small & Tall through structured activities, free play and by providing healthy food/snack breaks. |
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| Key accountabilities (and specific duties / responsibilities):  **Support to Pupils, Parents and the Community**   * Contribute to the development of a seamless service for children where education and care are part of the daily experiences for all children * Provide quality integrated day care & education for all children within the remit of the Ofsted National Standards and the Early Years Foundation Stage * To have a sound knowledge of the Early Years Foundation Stage Curriculum and to demonstrate skills of implementation that reflect quality day care and education * To plan & provide a range of stimulating activities, indoor & outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development * Support pupils’ learning in the extended school setting, including working with individuals and groups using knowledge, experience, specialist skills and training * Where necessary, observe, monitor and record accurately the development of each child ensuring that any records are kept up to date and in-line with policies on confidentiality and recording * To be able to offer professional opinions, both verbally & written, in matters relating to the child to others where the need for shared information may arise * To work in partnership with parents/carers and the team around the child with special needs to ensure full integration * To understand and promote the settings policies to ensure the safety and well being of all the children, parents and staff * Apply behaviour management strategies and techniques to manage behaviour constructively and contribute to a purposeful learning environment * To demonstrate an ability to work and communicate effectively with other team members, children, parents & carers * Contribute to the creation of an appropriate learning environment through the creation of displays, learning resources and classroom organisation * To provide nutritional snacks and promote healthy eating  **Support to Other Staff**  * Line manage staff of Small & Tall, including performance management and staff meetings * Organise and supervise the work of other club staff * Be a good role model in terms of dress, punctuality, behaviour and attendance   **Support Organisational Management**   * Manage club member numbers, reporting to Headteacher and School Business Manager regularly. * Ensure that the club area is cleaned at the end of the sessions * Participate in training and development activities as required * Contribute to the promotion of the club in order to maximise usage and continued success   **Support to Resources**   * Ensure that the club’s dining equipment is safely and hygienically maintained. * Organise resources and equipment daily and undertake an annual audit of equipment. * Be responsible for the administration of the club including:-   + Preparation of invoices to parents   + Ensuring payments are received in a timely fashion and chasing late payments.   + Ensuring student data is collected and maintained up to date.   + Ensuring student data is kept securely in compliance with data protection guidelines and the academy’s policies.   + Managing parent - club contracts.   **Professional Accountabilities**  The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the academy’s objectives through:  **Safeguarding**   * Promoting and safeguarding the welfare of children and young persons they are responsible for or come into contact with.   **Financial Management**   * Personally accountable for delivering services efficiently, within budget and to implement any approved savings and investment allocated to the service area.   **People Management**   * To comply and engage with people management policies and processes * Contribute to the overall ethos/work/aims of the academy. * Establish constructive relationships and communicate with families/other agencies/professionals. * Attend and participate in regular meetings. * Participate in training and other learning activities and performance development as required. * Recognise your own strengths, areas of expertise and use these to advise and support others.   **Equalities**   * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.   **Health and Safety**   * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the academy’s Health and Safety policy. |
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| Personal attributes required (based on job description): | | | | |
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| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * NVQ Level 3 in Childcare and Education or equivalent or equivalent experience * Additional child or family qualification and / or management experience * Basic first aid qualifications | |  | | A  A  A |
| Experience   * Experience of working with groups of children in the age range 3 -11 * Minimum of 3 years experience in a day care setting | |  | | A, I  A |
| Skills, Ability, Knowledge   * Ability to provide high quality care for children * Ability to relate well to others – children, parents/carers, staff, managers and other professionals as well as work on own initiative * Experience in supervision and management of staff and children * Good working knowledge of the Early Years Framework and knowledge of National Standards for under 8’s full day care * Ability to plan and record effectively * The commitment to and understanding of anti-discriminatory practice * Ability to learn and develop new skills and methods of working * Basic ICT skills * Good communication skills * Have good organisational skills | |  | | A,I  A,I  A,I  A,I  I  I  I  I  I  I |
| Personal Qualities   * Customer focused. * Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. * Open, honest and an active listener. * Takes responsibility and accountability. * Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. * Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. * Is committed to the provision and improvement of quality service provision. * Is adaptable to change/embraces and welcomes change. * Acts with pace and urgency being energetic, enthusiastic and decisive. * Communicates effectively. * Has the ability to learn from experiences and challenges. * Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. | |  | | I  I  I  I  I  I  I  I  I  I  I  A /I |

Co-op Academy Friarswood 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 are subject to satisfactory references and clearances, including an enhanced disclosure from the Disclosure & Barring Service.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.