

JOB DESCRIPTION

BEFORE AND AFTERSCHOOL MANAGER

Responsible to:

Head Teacher

Responsible for:

A team of Playworkers

Statement of Purpose

To work the Senior Leadership Team to provide safe and stimulating care for children, managing a team of Playworkers.

Support to Pupils

- To 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.
- To provide and prepare safe nutritional snacks for children.
- To provide a facility for children to do their homework, including reading.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour
- To lead the day-to-day management and organisation of the Before and After School Club
- To provide line management to a team of learning support assistants/play workers, directing the work of staff based at the Before and After School Club, supervising their activities and inducting new staff members.
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act as a First Aider.
- Motivate and encourage the children to participate in activities.
- Liaise with Class Teachers and parents/guardians.
- Develop methods of promoting the children's self-esteem.
- Encourage acceptance of children with special needs.
- To be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the provision is maintained to Ofsted standards of care

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to have deep knowledge of school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the head teacher. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Accountable for delivering services efficiently within budget.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings with the Out of School Hours Leader, finance officer and head teacher
- Participate in training and other learning activities and performance development for self and team as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.
- To effectively manage the occupancy levels of the After School Club; managing the waiting list and offering child care places. Promoting and marketing The Before and After-school Club effectively to maintain occupancy
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.

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 school's Health, Safety and Welfare policy. Recognise own strengths and areas of expertise and use these to advise and support others.