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| **JOB DESCRIPTION** | | | |
| **Role** | After School Club Deputy Manager | | |
| **Reports to** | After School Manager | | |
| **Accountable to** | School Business Leader | | |
| **Grade** | 5 | **SCP** | 13-15 |
| **General Purpose** | * Strive for excellence. * Provide a warm welcome to all pupils, visitors, parents, carers and a welcoming environment where everyone is enthused by learning and where the children are eager to come and sad to leave at the end of the day. * Create a stimulating environment that encourages and supports social development. * Promote the highest standards of behaviour as the norm. * Act as a role model for all children. | | |
| **Purpose of role** | * Support the Manager, lead and develop the day to day management and organisation of the After School Club. * Supervise and motivate a team of Play Workers to deliver high quality creative play opportunities in a safe and caring environment, directing the work of staff to ensure an effective service. * Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual development needs of the children. * Plan and supervise the delivery of play activities to ensure varied and exciting opportunities every day. * Liaise with the school staff with regard to the needs of the children who attend the club. * Liaise with parents to encourage parental involvement and support of the After School Club. | | |
| **Specific Responsibilities** | **MANAGEMENT AND ADMINISRATION:**   * Uphold and implement all policies and procedures relating to the After School Club. * Maintain all records relating to the management of the group, ensuring confidentiality and data protection of the children and their families in order to be compliant with GDPR. * Ensure accurate day to day administration and record keeping, including (but not limited to) records of attendance, health and safety and food hygiene. * Develop professional working relationships with the school, all relevant professionals and authorities, including the local authority and OFSTED. * Work in partnership with the school to provide the After School Club. * Maintain working relationships with other site users (particularly the Business Leader, Headship Team and site manager/caretakers). * Ensure risk assessments and procedures are followed at all times, so that high standards of safety and hygiene are maintained throughout the After School Club. * Be the Deputy Designated Safeguarding Lead for the After School Club and reporting incidents in accordance with the procedures adopted by the Local Authority. * Have due regard for safeguarding and promoting the welfare of children and follow the child protection procedures adopted by the Local Authority and the school’s safeguarding policy. * Supervise staff and ensure that all staff work within the policies, guidance and procedures of the school’s policies. * Carry out any other duties which will be seen to enhance the work of the After School club.   **STAFF:**   * Manage the day-to-day organisation and logistics of the After School Club, including setting, and ensuring staff adhere to rotas and timetables. * Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending any relevant meetings to keep abreast of all current issues relating to providing this service.   **SUPPORT FOR PUPILS:**   * Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs. * Support pupils in meal/play arrangements. * Administer first aid as necessary and ensuring the well-being of children who feel unwell. * Support the practice of reading stories or playing games. * Ensure that pupils are safely delivered to parents and named carers. * Ensure that the pupils move through school quietly and behave in an orderly manner. * Ensure that pupils eat their meals in a socially acceptable way – talking quietly to pupils either side of them. * Encourage pupils to be independent in clearing away after a meal. Teach the pupils to keep the floor clean. * Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened). | | |
| **Development** | * Participate in training and other learning activities and performance development as required. * Keep abreast of recent legislation and developments relevant to the role. * Take part in any relevant staff meetings, as and when appropriate. | | |
| **Other** | * 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. * Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the Council’s Equal Opportunities policies and to the standards of customer care. * Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management. * Undertake any other reasonable duties as may be allocated by the Headteacher, Deputy or Senior Leadership Team. | | |