

## Job Description

<b>Position Title</b>	<b>Manager / Supervisor (Out of School) Below Reception</b>
<b>Location</b>	Hannah's Breakfast & After School Club (on Appledore School)
<b>Reporting to</b>	Manager/Supervisor or Headteacher
<b>Grade</b>	E
<b>Directorate/Section/School</b>	Appledore School

### Job Purpose including main duties and responsibilities:

#### Job Purpose:

To take day-to-day responsibility for the running of the Out of School Club.

#### Main Duties & Responsibilities:

- co-ordinating the provision of a caring, safe, secure and stimulating environment
- oversee systems in relation to bookings, payments and any other duties as required
- lead responsibility for safeguarding during out of hours
- meeting/ exceeding the minimum requirements as set nationally by Ofsted and the Department for Education (DfE)
- planning a varied menu of appropriate play activities for children, managing a staff team, including ensuring they are adequately trained and supported in order to offer the highest quality provision
- working with the Governing Body to ensure policies and procedures are implemented at all times.

#### Safeguarding

- Undertaking the role of the Designated Safeguarding Officer (DSO) for the Out of School Club setting in liaison with the DSO for the School
- Ensure all staff are appropriately trained as required
- Ensure staff policies and procedures are up to date
- Attend meetings as appropriate
- Be aware of and follow procedures and guidance outlined by the Devon Safeguarding Children's Board (DSCB)
- Ensure all safeguarding documentation is recorded, stored, and shared appropriately
- Provide support and guidance to staff regarding safeguarding supervision
- Ensure safer recruitment procedures are followed appropriately to ensure that no individual unsuitable to work with children has unsupervised access

#### Staff Supervision

- Daily management of staff team, including managing rotas, and handling absences/ holiday/ sickness;
- To be involved in recruiting new staff with the Head Teacher/ Deputy Head/ Governing Body as required;

- To support new staff through induction and provide ongoing support and performance management through supervision meetings, in line with school procedures;
- Provide / secure the provision of any training necessary to ensure that staff have suitable skills and experience
- Ensuring staff team have access to appropriate learning and development opportunities on an ongoing basis.
- Leading Team Meetings, planning sessions and cascading training information;
- Handling the initial stages of any disciplinary or grievance process.

### **Activity Planning**

- To lead, direct or supervise safe, creative and appropriate play opportunities for a range of age groups;
- To lead planning sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary;
- To ensure Playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment;
- To ensure that all activities are inclusive for all children to take part in;
- To liaise with the school to support themes of learning within out of school club.

### **Liaison**

- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child;
- To encourage parental involvement and support through the development of effective working relationships;
- To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues;
- To consult with the children and involve them in the planning of activities;
- To encourage a close liaison with the school and other related agencies and other childcare settings the child attends,
- To share good practice with other Playworkers as needed, including membership to local Play Forums;
- To work with and gain support from Devon County Council's Early Years and Childcare Service.

### **Supervision and care of children**

- Ensure correct ratios are maintained to keep children safe from harm
- To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff;
- Ensure that all activities are carried out in a safe and responsible manner in accordance with the statutory guidance, where appropriate, and other guidance, e.g. Health and Safety
- Where food is provided, to ensure that it is wholesome and nutritious in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of relevant legislation;
- Ensure that risk assessments are completed prior to commencing activities with children.

- Ensure that children's behaviour is managed in a suitable manner

### **Direct Playwork**

- Ensure that a wide range of creative and enjoyable activities are offered;
- To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock, and liaising with local Scrapstore and other resource centres as needed;
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children;
- To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish.

### **Premises**

- To ensure good standards of hygiene and cleanliness are maintained at all times;
- To be responsible for the maintenance of Health and Safety standards appropriate for the needs of the children and staff within the setting;
- To ensure premises include overall floor space and outdoor space; and that equipment is safe and suitable
- Ensure secure access is maintained at all times
- Ensure suitable registering processes are maintained at the start and the end of the day

### **Other**

- To promote the aims and objectives of the school, and use as a guide for daily activities;
- To contribute towards the revision of setting Policies and Practices, as required by the Governing Body;
- To ensure that all staff understand and adhere to Setting policies, procedures and standards at all times, including use of the Accident Book and Complaints Log;
- To ensure the Setting offers a high standard of physical and emotional care;
- To oversee the preparation and maintenance of resources, e.g. materials, equipment;
- To ensure the Setting of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development;
- To ensure confidentiality of information received;
- To promote the setting within the local community;
- To undertake continuous professional development, including short courses and qualifications relevant to playwork;
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

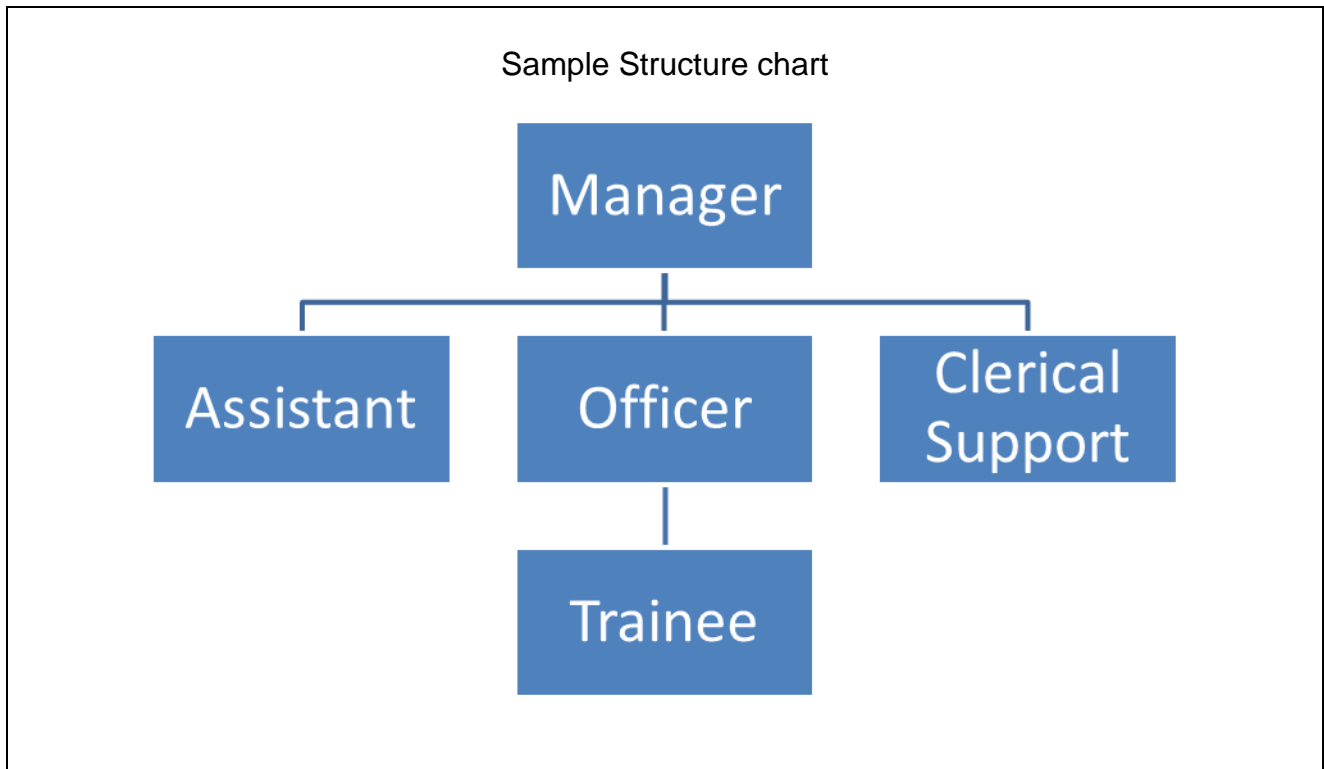
**Person specification:**

<b>Attribute</b>	<b>Essential</b>	<b>Desirable</b>	<b>Method of Assessment</b>
Management of people	<ul style="list-style-type: none"> <li>• Ability to manage the setting on a daily basis, providing feedback to the school/ Governing Body/ as required</li> <li>• A commitment to the provision of high quality childcare</li> <li>• Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li> <li>• Ability to ensure minimum standards are maintained, as set by Ofsted</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Line Managing staff, including involvement in induction, supervision, and performance management</li> <li>• Proven ability to manage a successful playwork setting</li> <li>• Experience in working with a school/ Governing Body/ structure</li> </ul>	<p>Application form</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> <li>• Previous experience in a playwork environment, working with school-aged children in a voluntary or paid capacity</li> <li>• Knowledge of relevant legislation</li> <li>• Two years appropriate experience to meet EYFS requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a leader or supervisory role, within a playwork environment</li> <li>• Knowledge of Playwork Principles</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Work Trial</li> </ul>
Practical Skills	<ul style="list-style-type: none"> <li>• Effective team management and staff motivation</li> <li>• Multi-tasking</li> <li>• Creativity to devise new ideas and engage the children in activities</li> <li>• Effective consultation with children and parents / carers and relevant other practitioners/ providers</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>
Communication	<ul style="list-style-type: none"> <li>• Ability to delegate tasks to team members as</li> </ul>		<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>• appropriate</li> <li>• Planning and cascading training to staff</li> <li>• Open communication with staff to ensure consistently high levels of staff morale and motivation</li> <li>• Partnership working with other practitioners / providers as appropriate</li> <li>• Sufficient command of the English language to ensure the welfare and safety of children</li> </ul>		
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent communication skills, with children, colleagues, advisors and parents/carers</li> <li>• Patience, punctuality, reliability and trustworthiness</li> <li>• Enthusiasm for working with children and young people</li> <li>• Good organisational, record keeping and planning skills</li> <li>• Creativity in the provision of a stimulating and safe environment for the children</li> <li>• Enthusiasm for consulting with children</li> </ul>	<ul style="list-style-type: none"> <li>• Able to mentor, support and encourage other staff to use maximise their creativity and enthusiasm</li> <li>• Able to work in small teams</li> <li>• Good organisational and planning skills</li> <li>• Flexibility/ adaptability</li> <li>• Interest in the care, learning and development of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Strategic Thinking	<ul style="list-style-type: none"> <li>• Take responsibility for developments and improvements to the setting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with school/ Governing Body structure to effect improvements to the setting</li> </ul>	<ul style="list-style-type: none"> <li>◦</li> </ul>
Technology / IT Skills	<ul style="list-style-type: none"> <li>• Ability to use IT technology to maintain records, research items on the internet as needed and correspond with</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding how use of technology can improve children's outcomes</li> <li>• Understanding</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"> <li>parents and carers.</li> <li>Using safeguarding practice in IT</li> </ul>	<ul style="list-style-type: none"> <li>safeguarding protocols – safe use of IT</li> <li>Knowledge of safeguarding organisations</li> </ul>	
Education and Training	<ul style="list-style-type: none"> <li>Completion of a recognised full and relevant Level 3 qualification</li> <li>Knowledge of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> <li>Safeguarding training at Level 3 or ability to work towards</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate competence – safety and welfare of children</li> <li>Health &amp; Safety certificate</li> <li>A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>A positive approach to gaining further qualifications</li> <li>Completion of other relevant courses</li> <li>Knowledge or wider legislation</li> <li>Paediatric First Aid or Emergency Paediatric First Aid</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
Professional Registration	<ul style="list-style-type: none"> <li>Describe the Qualification and the period of renewal.</li> </ul>		<ul style="list-style-type: none"> <li>Certificate/Registration</li> </ul>
Equal Opportunities	<ul style="list-style-type: none"> <li>Devon County Council and its staff seek to eliminate discrimination, advance equality and foster good relations.</li> </ul>		<ul style="list-style-type: none"> <li>Demonstrate knowledge at Interview</li> </ul>
Physical	<ul style="list-style-type: none"> <li>Able to carry out the duties of the post with reasonable adjustments where necessary.</li> </ul>		<ul style="list-style-type: none"> <li>OH1</li> </ul>
Other relevant factors	<ul style="list-style-type: none"> <li>Commit and conform to DCC Customer Service Standards.</li> </ul>		<ul style="list-style-type: none"> <li></li> </ul>

**Structure chart – to be completed in all cases by the manager with the job description and person specification**



### **1. Supervision / Management of People:**

This role takes responsibility for most aspects of managing a small team of part-time Play Workers. This post is not responsible for resolving complex grievance and disciplinary issues, as this is handled by the school/ Governing Body. However, it does take responsibility for all issues arising from supervision and performance management of the staff team, including devising staff rotas, and involvement in recruitment, induction, supervision of staff. This post also includes the role of Designated Safeguarding Officer. Staff patterns of work can vary and include working before- and after-school hours, and during the school holidays, which can make management and retention of staff more challenging. All key decisions relating to supervision and management would require input from the school/ Governing Body.

### **2. Creativity and Innovation:**

This post will be responsible for motivating and working as part of a team, ensuring that a wide and varied range of creative activities is available for children to access. This will also include managing and risk assessing outdoor play opportunities as applicable. The Playleader must ensure that all team members contribute towards maintaining a varied and interesting menu of activities for the children to experience and learn new skills from.

### **3. Contacts & Relationships:**

Responsible for dealing on occasion with safeguarding /contentious and/or sensitive issues, especially from service users (parents and children). Daily contact with staff, service users – children attending the out of school provision, parents, carers and community members. Daily/ weekly contact with Governing Body/ Head Teacher/ school DSO. Termly/ As needed contact with DCC Early Years & Childcare Service

### **4. Decisions – Discretion:**

This role would be expected to ensure that on a daily basis, the club/scheme meets or exceeds the minimum requirements regulated by Ofsted, for the provision of out-of-school care. Ofsted inspect on an approximate three-year cycle linked to the school's inspection. Little or no notice is given which means that high standards must be maintained by the post holder. The Governing Body entrusts the Play Leader to maintain these standards on a daily basis.

Other duties which the post holder assumes daily responsibility for:

- the overall day-to-day quality of childcare provided within the out-of-school club/ holiday scheme, (supported by the Head Teacher/ Governing Body) in accordance with pre-set policies, procedures and standards
- enforcing policies and procedures as agreed by the school/ Head Teacher/ Governing Body, eg. Left Child policy, Recruitment policy
- the achievement of positive Ofsted outcomes, by ensuring that the requirements are being met at all times
- line management of a staff team, including salaried part-time staff, students and volunteer helpers
- ensuring children accessing services at the club/scheme are kept safe and secure, in line with setting policies



- communicating with the school/ Head Teacher/ Governing Body over appropriate issues such as the security of premises, staff access to training, suitability and selection of new resources, etc

## **5. Decisions – Consequences:**

The post holder can directly influence outcomes for children, through the quality being delivered within the club/scheme. This is because they are the most senior person on site when the out-of-school club/ holiday scheme is in session, and manage the staff team. The post holder may control a small budget for resources, but is not responsible for matters such as budget planning, payroll or pensions administration, all of which is done centrally. Any sizeable budget commitments would be approved by the school/ Head Teacher/ Governing Body. The post holder makes direct daily decisions about matters such as how the requirements for out-of school care will be met, and planning staff cover for absences/ rota management, etc. Management decisions such as recruitment, disciplining or dismissing staff would be handled in conjunction with the school/ Head Teacher/ Governing Body.

## **6. Resources:**

This post controls the use and allocation of resources within the club/scheme, eg. indoor and outdoor play equipment, and would be responsible for its secure storage each day, reporting any loss or damage to the school/ Head Teacher/ Governing Body. This role is likely to be a key holder for school premises, owing to the nature of the working hours, and would take responsibility for securing the room/s used by the out of school club. Responsibility for securing the school site as a whole would rest with the school caretaker.

## **7. Work Demands:**

The post holder must promote and uphold the statutory / legal requirements for Out of School provision at all times, and takes responsibility on a daily basis that these are being met. Inspections should coincide with the school Ofsted inspection process, and therefore little notice is given. Periods during which an inspection is due usually result in all staff being under increased pressure and potentially having to work to deadlines. The job holder does not manage a budget or control resources, but may have to work with the school/ Governing Body to negotiate for new resources for the setting.

## **8. Physical Demands:**

The role involves working directly with children. The nature of the work can be physically challenging, as a range of activities including outdoor play should be available for children to access where possible. Lifting and carrying of play equipment, and bending and clearing away after messy play are all part of this role.

## **9. Working Conditions:**

The majority of the role would be based indoors, but where possible, outdoor play should be offered to children, and would result in the Playworker supervising such activities when they occur.

## 10. Work Context:

A full risk assessment of the site would have been conducted by the school/ Board of Governors. In addition, the post holder would be advised to attend a Manual Handling course to ensure that safe practice for lifting and carrying equipment is used at all times.

## 11. Knowledge and Skills:

Essential	Desirable
<b>Skills, aptitude, knowledge and experience</b> <ul style="list-style-type: none"><li>• Previous experience in a playwork environment, working with school-aged children in a voluntary or paid capacity</li><li>• Knowledge of the relevant legislation for the regulation of playwork provision</li><li>• A commitment to the provision of high quality childcare</li><li>• Knowledge of the Play Values and Principals</li><li>• Good written and verbal skills for report writing, maintaining child records and providing feedback to parents/carers and colleagues</li><li>• Enthusiasm for consulting with children</li><li>• Creativity to devise new ideas and engage the children in activities</li></ul>	<ul style="list-style-type: none"><li>• Experience in Line Managing staff, including involvement in induction, supervision, and appraisals</li><li>• A positive approach to learning and gaining new skills through teamwork and training opportunities</li><li>• Interest in the care, learning and development of children and young people</li></ul>
<b>Personal qualities</b> <ul style="list-style-type: none"><li>• Excellent communication skills, with children, colleagues, advisors and parents/carers</li><li>• Patience, punctuality, reliability and trustworthiness</li><li>• A positive approach to inclusive practice, with children, parents/carers and colleagues</li><li>• Enthusiasm for working with children and young people</li><li>• Good organisational, record keeping and planning skills</li><li>• Creativity in the provision of a stimulating and safe environment for the children</li></ul>	<ul style="list-style-type: none"><li>• Able to mentor, support and encourage other staff to use maximise their creativity and enthusiasm</li><li>• Able to work in small teams</li><li>• A positive approach to gaining further qualifications</li><li>• Good organisational and planning skills</li><li>• Flexibility/ adaptability</li></ul>
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Completion of a recognised Level 3 qualification</li><li>• Knowledge of the importance of Health &amp; Safety and Food Hygiene in the workplace</li></ul>	<ul style="list-style-type: none"><li>• Completion of a recognised Level 4 or 5 qualification, or be working towards completion</li><li>• Health &amp; Safety certificate</li><li>• First Aid certificate</li><li>• Completion of other relevant courses</li></ul>

## Health & Safety:

Potential Hazards	Applicable to this job? (✓)	Action to be taken	<i>Examples of action to be taken (this list is not exhaustive)</i>
Display Screen Equipment			<i>Conduct regular workstation assessments through Oshens software</i>
Electricity – fixed / portable			<i>Ensure PAT<sup>1</sup> certificates are up-to-date</i>
Manual handling			<i>Ensure J/H attends appropriate training</i>
Verbal / physical abuse			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Work equipment			<i>Ensure J/H is familiar with all equipment and its proper usage and maintenance</i>
Fire			<i>Ensure J/H is familiar with evacuation procedures and use of fire-fighting equipment (if appropriate)</i>
Environmental			<i>Wear appropriate PPE<sup>2</sup></i>
Isolation / lone-working			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Slips, trips & falls			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Chemical			<i>Ensure J/H is familiar with appropriate policies &amp; procedures and wears PPE if required</i>
Working with Vulnerable persons			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Premises related			<i>Ensure J/H is familiar with appropriate policies &amp; procedures</i>
Transport risks			<i>Ensure J/H is familiar with operation of vehicle(s) and safety procedures</i>
Working at heights			<i>Ensure J/H wears appropriate PPE and follows safe system of work</i>
Other hazards not identified above			<i>Deal with on an individual basis,</i>

<sup>1</sup> Portable appliance test

<sup>2</sup> Personal protective equipment

**Job GLPC profile**

SMP	C&I	C&R	D.D	D.C	Res	WDM	PDM	WCN	WCT	K&S	Score

**Signatures:**

I, the manager, confirm this is a true and accurate reflection of the job. This job description has been written in conjunction with the post holder (where applicable) who is aware that the post is being submitted for evaluation.

**Job Description agreed by:**

**Job Holder (if in place):**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Line/Originating Manager:**\_\_\_\_\_ **Date:**\_\_\_\_\_

**Head of Service/Head teacher**\_\_\_\_\_ **Date:**\_\_\_\_\_