



JACK & JILL

FAMILY OF SCHOOLS

Position	After School Lead
Location	Jack and Jill School, 20 First Cross Road, Twickenham, TW2 5QA
Reporting To	Nursery Year Group Lead
Hours	1545 to 1800 Monday to Friday Term Time Plus Weeks (38 weeks per annum)
Contract Type	Permanent
Salary	Competitive
Start Date	ASAP

Jack and Jill Family of Schools

The Jack & Jill Family of Schools is a group of schools that has been providing education for children since 1951. It is now one of the few remaining family-run educational establishments in the UK.

All Jack and Jill schools focus on achieving high standards in both behaviour and performance within the close supportive 'family' environment and through a broad academic curriculum. Emphasis is placed upon acceleration in literacy and numeracy, as well as development of effective working practices, diligence and the sheer joy of learning – a *'tradition of excellence'* established over many decades.

The Family of Schools is comprised of three schools:

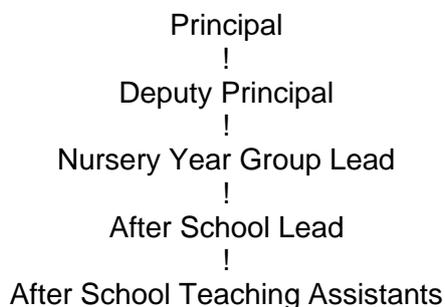
- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

The Jack & Jill Family of Schools is inspected as one body. The Family of Schools was judged 'outstanding' by Ofsted in January 2020.

Safeguarding

The Jack & Jill Family of Schools is committed to safeguarding and promoting the welfare of all stakeholders. To meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Structure Chart



Purpose of Role

To provide professional leadership and management of the extended hours provision at Jack and Jill School, Twickenham.

To provide safe, high-quality learning and play opportunities and care for children (aged 2-5 years) in the extended hours and to be responsible for its day-to-day organisation and operation.

All children attending are pupils at Jack and Jill School.

Job Content

This job description may be amended at any time following discussion between the line manager and the member of staff to meet the requirements of the Family of Schools

1. Management

Manage resources, space, staff, and equipment efficiently to provide an efficient, effective and safe learning and play environment.

Develop and deliver ambitious plans for the provision to be included in the School Development Plan. Ensure the effective operation of all quality control systems are in line with the School Development Plan. Ensure all legal and statutory requirements are implemented. Work within agreed policies and practices including behaviour management, health and safety and safeguarding.

Ensure a safe environment for the children, that equipment is safe, standards of hygiene are high, safety procedures are implemented and fire drills/evacuations are carried out effectively. Ensure First Aid is administered appropriately as required.

Carry out day-to-day administration, including record keeping (eg accident/incident reporting), organising the purchasing of material and equipment, working within an agreed budget.

Engage with parents/carers, ensuring effective communication, informing them about activities, sharing information about the children's involvement and enjoyment, to bring positive benefits and raise the profile of the Family of Schools.

Participate in any meetings reasonably arranged for any relevant purpose and attend and participate in all school events, as required, to promote the provision.

2. After School Provision

The post holder is responsible for the provision, including:

- High quality, safe, creative and varied activities, with appropriate stimulation and support for the children
- All activities and play opportunities are organised and effectively resourced
- Promoting learning through play
- Providing full care for the children including safe delivery to parents and/or named carers.
- Managing the supervision of children whose parents are late collecting
- Providing healthy and varied refreshments.

3. Developing and working with others

Manage, motivate, support, challenge and develop the team to set high standards and secure continual improvement including own continuing professional development.

Regularly observe your team, conduct induction and supervision sessions and appraisals.

Run INSET training sessions for the team.

4. Safeguarding

The job holder has due regard for safeguarding and promoting the welfare of the children and will be required to follow the child protection procedures outlined in the schools' safeguarding policy.

5. Other duties

Other duties at an appropriate level may be required. Whilst every effort has been made to explain the main duties and responsibilities of the role, there may be other duties to ensure the success of the School.

What we can offer

First and foremost, this position offers you an opportunity to work in a 'family' of outstanding schools.

The role gives you the opportunity to maintain and grow your passion for working with children as well as managing and developing the extended hours provision of a very high achieving school.

Person Specification

Person Specification	
Attributes	

Qualifications	<ul style="list-style-type: none"> • Recognised childcare qualification (minimum NVQ Level 3 or equivalent is essential) • Valid First Aid Qualification preferred • Evidence of up-to-date CPD
Experience	<ul style="list-style-type: none"> • At least 3 years relevant experience in an Early Years environment, preferably within an extended services provision • Experience of planning and leading activities • Excellent behaviour management using appropriate strategies • Experience of observation and feedback on learning to further improve the quality of learning • Experience of managing people and resources • Experience of raising standards of achievement for pupils
Knowledge	<ul style="list-style-type: none"> • Good understanding of the Early Years curriculum • Knowledge of current educational initiatives within an extended services environment and other current topics, for example, healthy living and eco initiatives • Good knowledge and understanding of the principles that underpin inclusion and equal opportunities and a commitment to implementing these in practice • Understanding of the Ofsted inspection process
Leadership	<ul style="list-style-type: none"> • Sound management experience in an early years setting/extended services setting • Evidence of leading, inspiring and motivating colleagues • Ability to make difficult decisions and follow them through
Vision	<ul style="list-style-type: none"> • Supports our belief that a school curriculum requires focus, coherence and rigour and that extended services are to be delivered in the same manner but with greater flexibility for children and young people to develop their own activities.
Other Skills and Abilities	<ul style="list-style-type: none"> • Excellent oral and written communication skills and good listening skills • Approachable and promotes positive working relationships • Ability to relate well to children and share their interests and enthusiasm • Ability to effectively manage pupil discipline and have a commitment to high quality pastoral care • Ability to show initiative and work pro-actively to ensure the smooth running of the provision • Excellent IT skills • Ability to cope with the pressures of a demanding management position
Behaviour	<ul style="list-style-type: none"> • Demonstrates high standards of personal integrity, loyalty, discretion and professionalism. • A calm, patient and reassuring manner.

Safeguarding	• Commitment to safeguarding and welfare of all stakeholders.
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Application Process

To apply for the post, please complete an application form on the School's website and return to hr@jackandjillschool.org.uk

CLOSING DATE: 31 October 2021