



Job Description

Position	After School Club Manager
Location	Jack and Jill School, 20 First Cross Road, Twickenham, TW2 5QA
Reporting To	Principal
Hours	15:00 to 18:00 Monday to Friday State School Term Time
Contract Type	Permanent
Salary	Competitive
Start Date	September 2019

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 and 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 School provides high quality care for children after school hours as part of our commitment to working for working parents.

The Jack & Jill Family of Schools achieved Ofsted 'outstanding' in all areas' in its latest inspection December 2017.

It is comprised of three schools:

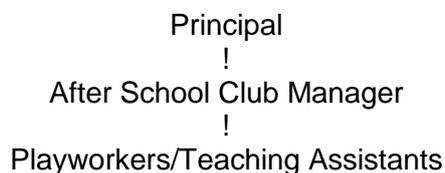
- Jack & Jill Nursery and Reception (Twickenham)
- Nightingale House Pre-Preparatory School (Hampton)
- Clarence House Preparatory School (Hampton Hill)

Each school offers extended wraparound care for all children including Breakfast and After School Clubs.

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 After School Club at the Twickenham school.

To provide safe, high quality play opportunities and care for children in the After School Club and to be responsible for the day-to-day organisation and operation of the Club.

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 of After School Club

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

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

Ensure that the Club is a safe environment for the children, the 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 of the Club, including record keeping (e.g. accident book/incident book), organising the ordering and purchasing of material and equipment, working within an agreed budget.

Engage with parents/carers, ensuring effective communication, informing them about the Club and its 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 After School Club.

2. After School Care Provision

The post holder is responsible for the provision within the After School Club, including:

- Providing high quality, safe, creative and varied activities, offering appropriate stimulation and support to the children
- Ensuring all activities and play opportunities are organised and effectively resourced
- Promoting learning through play

Provide full care for the children including collection of children from local schools and the safe delivery to parents and/or named carers. Responsible for managing the supervision of children whose parents are late collecting.

Provide healthy and varied refreshments.

3. Developing and working with others

Manage, motivate, support, challenge and develop the After School Club team to set high standards and secure continual improvement including his/her own continuing professional development.

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

Run INSET sessions for the After School Club.

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 School's 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

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

The opportunity to work in a school in Twickenham and be part of a Family of Schools that supports children up to the end of KS2.

Person Specification

The criteria below will be assessed by the application form (A), lesson (L), interview (I). The tasks will include an After-School Club activity observation.

Attributes	Essential	Assessment Criteria
Qualifications	<ul style="list-style-type: none"> • Recognised Playwork qualification (minimum NVQ Level 3 or equivalent) • Up-to-date First Aid Qualification preferred • Evidence of up-to-date CPD 	<p>A</p> <p>A</p> <p>A</p>
Experience	<ul style="list-style-type: none"> • At least 3 years relevant experience in an environment with children from age 2 to 11, preferably with experience within an extended services arrangement • 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 	<p>A</p> <p>L</p> <p>L</p> <p>I</p> <p>A, I</p> <p>I</p>
Knowledge	<ul style="list-style-type: none"> • Good understanding of the Primary age 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 school self-evaluation and the Ofsted inspection process 	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
Management	<ul style="list-style-type: none"> • Sound management experience in an early years setting/primary school/extended services setting • Evidence of leading, inspiring and motivating colleagues • Ability to make difficult decisions and follow them through 	<p>A</p> <p>I</p> <p>I</p>
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. 	<p>I</p>

Other Skills and Abilities	<ul style="list-style-type: none"> • Ability to work in partnership with parents and the wider community. • 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 After School Club • Proficient IT skills • Ability to cope with the pressures of a demanding management position 	 I I, L I, L L L I A I
Behaviour	<ul style="list-style-type: none"> • Demonstrates high standards of personal integrity, loyalty, discretion and professionalism • A calm and authoritative manner with a visible presence around the school 	 I I
Safeguarding	<ul style="list-style-type: none"> • Commitment to safeguarding and welfare of all stakeholders 	 I

Application Process

To apply for the post, please complete the following documents and return to HR:

hr@jackandjillschool.org.uk

- Application Form (found on website)
- Cover Letter including why you feel you have the key skills to meet the requirements of this role and how your ethos would fit the role and our school

If invited for interview, this will include a structured interview, a presentation and an observed activity within the After School Club.

CLOSING DATE: 14 JUNE 2019