



Job Profile

<p>Staffordshire Universities Multi Academy Trust (St. Edward's CE Academy Cheddleton)</p> <p>Grade 7, SCPs 15-22 - full time equivalent: G7 SCP 15-22 Annual salary range £23,541 - 27,041 (£12.20 - £14.02 per hour) Pro rata for 23 hours a week is £14,910.39 23 hours per week (7.30am-8.45am / 2.45pm to 6.00pm) <i>(Additional hours may be available)</i> Immediate start</p>
Post Title
Wraparound Care Club Manager Grade 7

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Reporting Relationships

Responsible to: Principal

School Purpose and Values

We will teach **wisdom**, model and expect **respect** for all. We will nurture **compassion**, **responsibility**, **courage** and **perseverance**, equipping our children for life in all its fullness as **honest** adults in our diverse and ever changing world. We aspire to work collaboratively with our academy, Multi- Academy Trust, local, national and global communities as by...

Learning and Caring Together '...they will flourish in the courts of our God' (Psalm 92:13)

Purpose and values of department

Statement of Purpose

To work under the direction and instruction of extended school management to help provide safe and stimulating care for children.

Support to Pupils

- To provide a range of activities relevant to the developmental needs of the children which encourage independence, motivation and eagerness to learn.
- To complete observations and assessments for children within the setting.
- Providing nutritional snacks for children.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour with the group.



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- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- Motivating and encouraging the children to participate in activities.
- Liaising with Class Teachers and parents.
- Developing methods of promoting the children's self esteem.
- Encouraging 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.
- To devise plans for NEG funded children 3years+ linked to the Foundation Stage Curriculum.
- To ensure plans incorporate the Birth to 3 Matters recommendations.
- Represent the school (where required) in liaison with outside agencies.
- To work closely with the governing body to ensure effective management of the facility.
- Manage the admissions of children to the Wraparound Care facility, according to the admissions policy.

Support to Parents/Carers

- Co-ordinate day-to-day liaison with parents/carers.
- Provide feedback to parents/carers on progress and children's welfare in different ways including informal and formal meetings and open-evenings.

Support to Staff

- To organise and participate in staff or committee meetings (where required) and attend relevant professional development activities.
- To work with staff in developing policies and activities to support children's development, care and education.
- May include the management of a small team of staff.

Support Administration

- Carry out day-to-day administration; record keeping; staff rotas; ordering and purchasing materials and equipment within an agreed budget
- To maintain individual profiles for all funded children.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- ~~• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.~~
- ~~• 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, support and ensure equal opportunities for all.~~
- ~~• Contribute to the overall ethos/work/aims of the school.~~
- ~~• Appreciate and support the role of other professionals.~~
- ~~• Attend and participate in relevant meetings as required.~~
- ~~• Participate in training and other learning activities and performance development as required.~~
- ~~• Assist with pupil needs as appropriate during the school day.~~

Professional Accountabilities



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The post holder is required to 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. 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

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

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.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

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 County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.



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Person Specification Wraparound Care Club Manager Level 3+

Essential Criteria	Measured By Letter of eligibility for all
Experience <ul style="list-style-type: none">• Three years experience of working to in a relevant child-centred environment.• Experience of supervising people.	A/I
Qualifications/Training <ul style="list-style-type: none">• Excellent numeracy/literacy skills.• NVQ Level 3 for Teaching Assistant (or recognised equivalent qualification).• Good organising, planning and prioritising skills.• Methodical with a good attention to detail.	A/I/T



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<p>Knowledge/Skills</p> <ul style="list-style-type: none"> • Full working knowledge of relevant policies/codes of practice. • An excellent understanding of the foundation stage curriculum and birth to three. • In depth understanding of areas of learning, e.g. Early Years. • Understanding of principles of child development and learning processes. • Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work. • Well-developed interpersonal skills to be able to relate well to a wide range of people. • Good organising, planning and prioritising skills. • Methodical with a good attention to detail. 	I/A/T
<p>Behavioural Attributes</p> <ul style="list-style-type: none"> • Builds personal relationships with stakeholders, through regular contact and consultation. • Coaches and empowers team members to take responsibility for ensuring customer care. • Understands the schools development plan and how it relates to team and individual objectives. • Accepts, supports and quickly implements change. • Identifies and promotes best practice and encourage the sharing of ideas. • Proactively seek opportunities to increase job knowledge and understanding. 	A/I/T
<ul style="list-style-type: none"> • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members. • Works with others to resolve differences of opinion and resolve conflict. • Requires minimum supervision. • Takes responsibility for own and team actions. • Identifies and overcomes barriers and manage risks. • Takes quick and effective action. • Demonstrates focused implementation of role and responsibilities. • Builds strong team ethos where everyone feels valued. • Provides timely, sensitive and honest feedback on performance. 	A/I/T



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- Is accountable for own development and encourages the ownership of development needs amongst team members.

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***