



After School Club Leader

DUNCOMBE PRIMARY SCHOOL

Closing Date: Midnight, 12th
December 2021

DUN/896



Ambition



Self-Esteem



Perseverance



Independence



Respect



Enthusiasm



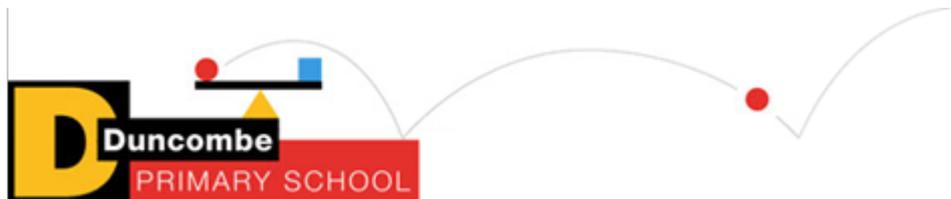
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ADVERT

After School Club Leader

Location :Duncombe Primary School, Sussex Way, N19 4JA

Hours: Part-time, 25 hours per week; 3:30pm-6:20pm

Salary Grade: Scale 6, Spine point 18 - 20

Actual Salary Range: £18,212- £19,209 per annum

Contract type: Permanent, Term time only

The Headteacher and Governors at Duncombe Primary School are looking to recruit a Club leader.

We are hoping for candidates to begin work in the Autumn term- but there is some flexibility on start dates.

The role of After School Club Leader will have a major impact on the children's lives through ensuring that children whose parents are working, or who are vulnerable, are well supported in post school activity, developing skills through play.

We want candidates who:

- have a strong knowledge of children's development through play, and can plan fun and engaging play-based activities that support learning
- want to lead a staff team to support children, families and the quality of provision
- want to work across schools to improve provision in both school through shared planning, resources and activity ideas
- love working with children and seeing them thrive under your leadership
- taking responsibility for improving staff performance and the activities on offer

Our After-School Provision runs from 3.20-6.00pm, and we would want someone to work term time only for 25 hours per week. Additional time will be given for preparation and planning.

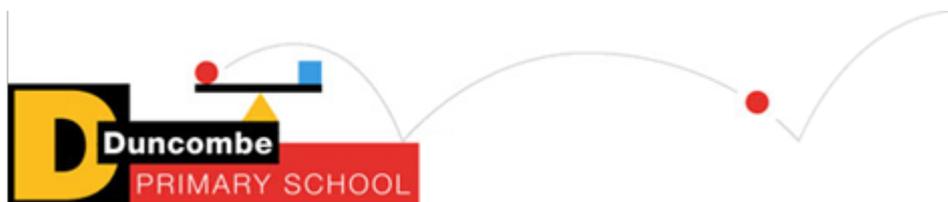
If you would like to discuss the role or book a school visit, please call Monique Roberts, School Business Manager 02072725620

Shortlisting and Virtual/face to face interviews will take place as follows;

Closing date: **Midnight, Sunday 12th December 2021**

Please apply online at www.islington.gov.uk following the jobs link. If you need any assistance, please email the Schools HR mailbox schoolsrecruitment@islington.gov.uk quoting reference **DUN/896**.

Duncombe Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment; an enhanced DBS check will be required.



JOB DESCRIPTION

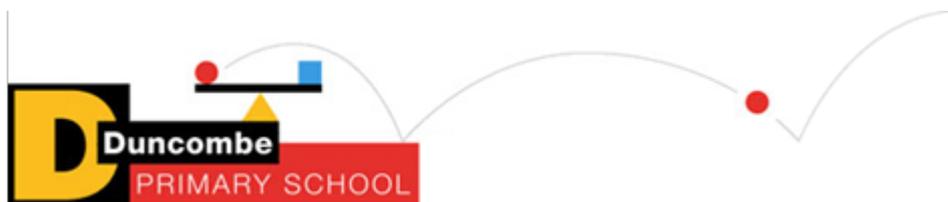
POSITION:	After School Club Leader
GRADE:	Scale 6 spine point 18-22
HOURS:	25 hours per week/45 weeks per year
RESPONSIBLE TO:	Business Manager

PURPOSE OF THE JOB

- To plan, organise and deliver high quality safe, creative and stimulating leisure activities for children between the ages of 4 – 11 .
- To take responsibility for the day to day management of the club, as well as a taking an active role in supporting the SBM to develop the provision.
- To provide effective management to the ASC team.

MAIN RESPONSIBILITIES

- To be responsible for the quality of the ASC provision including the conduct and quality of the staff team.
- To be responsible for the supervision and line management of the staff within the provision to ensure their practice is of high quality and meets expectations.
- In conjunction with the SBM to plan and organise the after-school club programme, ensuring that there is a wide range of age appropriate activities meeting the full range of children's individual and group needs.
- In conjunction with the SBM produce an annual plan for activities in the provision.
- In conjunction with the SBM to produce detailed termly plans for activities within the provision, considering children's interests and making links to the school curriculum where possible.
- To produce detailed weekly plans, based on the evaluation of the previous week, children's interests and feedback from children and parents.
- To work with other staff to ensure that the team approach is at all times child centred with an emphasis on developing positive relationships between the staff and children and a happy environment for children.
- To develop and maintain positive relationships and communication with parents.
- To involve children in the planning of activities and encourage independence and responsibility by treating children as active participants in the provision.
- To keep the SBM abreast of all relevant matters in relation to the running of the club.
- To work within all the Policies and Procedures relevant to the ASC, including the smooth dismissal from enrichment clubs.
- To work with the SBM to monitor the service ensuring that it meets the requirements laid out in the LBI Quality Framework for Out of School Childcare.



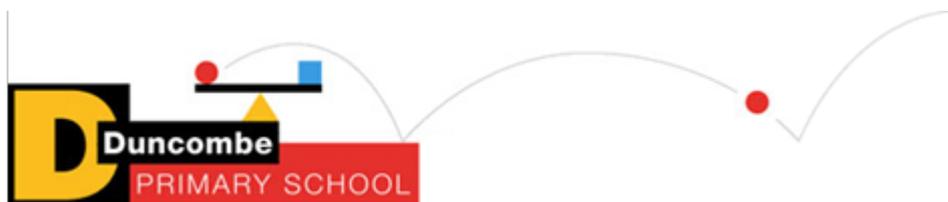
- To liaise with catering services for your provision and ensure that feedback is recorded and action taking regarding likes, dislikes and any concerns about quality.
- To observe and maintain appropriate standards of health and safety, food hygiene, and maintenance and ordering of equipment and materials.
- To work closely with the SBM to ensure that relevant information is shared and communicated to safeguard children and deliver appropriate care and support.
- To order resources for the provision, keeping within the budget.

TEAM WORKING AND COLLABORATION

- Work as a team member and identify opportunities for working with colleagues, managing their work where appropriate and sharing the development of effective practice with them.
- Ensure that colleagues working with them are appropriately involved in supporting learning and understand the roles they are expected to fulfil.
- To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- To take responsibility for safeguarding and promoting the welfare of children.
- To use information technology systems as required to carry out the duties of the post in the most efficient and effective manner.
- To undertake training and professional development as appropriate.
- To undertake other duties appropriate to the post that may reasonably be required from time to time.

PERFORMANCE STANDARDS

- To ensure that all services within the areas of responsibility are provided in accordance with the school's Commitment to high quality service provision to the customer.
- At all times to carry out the responsibilities of the post with due regard to the school's Equal Opportunities policy.

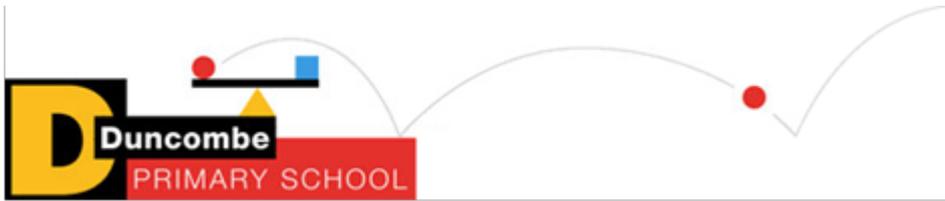


PERSON SPECIFICATION

POSITION:	After School Club Leader
GRADE:	Scale 6 spine point 18-22
HOURS:	25 hours per week/45 weeks per year
RESPONSIBLE TO:	Business Manager

You must demonstrate on your application form that you meet the following essential criteria.

EDUCATION & EXPERIENCE
E1. Hold an NVQ Level 3 in Play work or Children's Care Learning and Development or equivalent, or willingness to undertake
E2. Current certificate of attendance Level 2 Safeguarding update
E3. A minimum of 2 years' experience working in a childcare/play environment including previous experience managing staff
SKILLS, KNOWLEDGE & UNDERSTANDING
E4. To demonstrate the ability to plan, organise and deliver a wide range of creative and stimulating activities for children
E5. Knowledge and understanding of the role of the play leader in supporting children's development & learning through play
E6. To demonstrate the ability to effectively lead and manage a team of play workers
E7. To demonstrate the ability to form and maintain positive and supportive relationships and personal boundaries with children.
E8. To demonstrate knowledge of the key policies relevant to the post and how they would be implemented
E9. To be able to communicate effectively with a range of people, including parents, school staff and others
E10. Demonstrate an understanding of the interrelationship between the school and playcentre
E11. To have the ability to plan for the needs of children with a variety of different support needs and abilities including SEN



E12. Ability to implement positive strategies to support children's understanding of appropriate behaviour

E13. A commitment to providing a responsive and supportive service and a willingness to constantly seek ways of improving the service.

E14. Demonstrate the ability to carry out the administrative tasks associated with the post.

E15. Demonstrate an understanding of health and safety requirements for the post as well as child protection and safeguarding.

E16. To demonstrate how services will be delivered within the framework of the school's equal opportunities policy.

DESIRABLE CRITERIA

D1. To have experience or qualifications within the arts sports

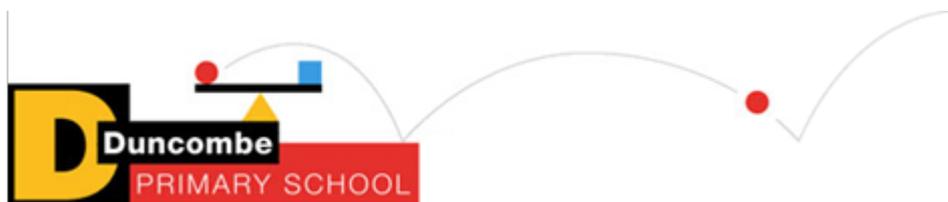
D2. To hold a First Aid qualification

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____



HOW TO APPLY

After School Club Leader

Application Deadline

Completed application forms must be received by **Midnight, Sunday 12th December 2021.**

To apply

Please apply online at following the jobs link. If you need any assistance, please contact Schools HR at schoolsrecruitment@islington.gov.uk quoting reference **DUN/896**.

Completing your application

Please read the job description and person specification carefully. You should demonstrate on your application how you meet the requirements of the post according to your qualifications and experiences. Please ensure to address each criteria of the person specification as this will be used to assess your suitability for the post.

Selection procedure

The selection will be made by a panel of senior leaders. Candidates will be notified after this has taken place. Please would all applicants ensure that their preferred means of urgent contact (phone, mobile phone or e-mail) are clearly identifiable from the application form, so that your confidentiality is maintained.

References

Candidates are advised that references will be taken up during the shortlisting process. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. In all cases at least two professional references are required.

The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

Guidance notes on how to apply for a job within schools and the policy on the recruitment employment of ex-offenders are attached separately to the job application pack. Before you submit your application form, please read the guidance notes thoroughly and ensure all sections have been completed legibly and fully and you have addressed all the criteria listed in the person specification.

Additional

CVs will not be accepted.