

JOB DESCRIPTION

School Name:	Parkwood Hall Co-operative Academy, Swanley
Job Title:	Activities and Extended Services Leader
Reports To:	Assistant Principal (Residential Education)
Salary	PO1-PO3 point 27 £31,972 including Outer Fringe Allowance of £626.
Hours	36 hours per week, 52 weeks per year.
<p>Parkwood Hall is a residential and day school for pupils aged 8-19 years with moderate to severe learning difficulties and other complex needs including autism and language difficulties. We are passionate about creating a culture of wellbeing where all staff and pupils are valued and supported so that we can all 'grow, learn and flourish.'</p> <p>Parkwood Hall aims to provide an outstanding and supportive learning environment which challenges students to achieve success. The core learning values, which are at the centre of the curriculum, focus upon developing the student's resilience and ability to make informed life choices.</p>	
<p>Job purpose</p> <p>To lead and oversee a team of Senior Play Leaders and Play Leaders in the planning and delivery of a whole school provision of extra-curricular activities for after school and in the school holidays to seek out and develop relationships with external providers, charities, other provisions and local authorities to develop projects at school and in the community for the well-being and social emotional development of Parkwood Hall students.</p>	
<p>Key responsibilities</p> <ul style="list-style-type: none"> • To take a leading role in the establishment, development and provision of extra-curricular activity after school and in school holidays • To actively seek out and build relationships with partner organisations and individuals to support the extra-curricular activity programme. • To consult with families, the local community and other stakeholders to ensure that the extra-curricular activity programmes respond to needs of our students. • To take a leading role in the delivery of the activity programmes. • To lead on generating and managing staffing needs to support extra-curricular activities 	

- To lead on the advertising, booking and allocation of young people onto extra-curricular activity programmes in liaison with families, local authorities and other stakeholders
- To actively promote and represent Parkwood Hall School and the activity programme in the local and wider community
- To actively seek out and support opportunities for our students to take part in joint activity in the community and for organisations to form partnerships for joint activity in our school with our students
- To be an active member of the Residential Department Senior Team Leaders group
- To quality assure the planning and delivery of all extra-curricular activity at the school, providing qualitative data when required to demonstrate the value and impact of the programmes provided by Parkwood Hall Academy
- To ensure that all extra-curricular activities are fully inclusive and accessible
- To line manage staff that work on extra-curricular activity programmes
- To provide a safe environment, emotionally and physically, for the students within the guidelines and procedures of Parkwood Hall Academy which will require the need to monitor the behaviour of others

Specific responsibilities

- To work within the School Development Plan in collaboration with the deputy Principal Safeguarding and Care to ensure that the aims and objectives of the extra-curricular activity programmes are aligned with the school's philosophy and practice
- To take responsibility for the creation and maintenance of staffing rotas of the activity programmes and to ensure that these arrangements work effectively with the whole school staffing rotas
- To develop strong links with external providers, charities, community organisations and local authorities to ensure that inclusive, accessible, challenging, stimulating educational/social/leisure opportunities are made available to all students out of usual school hours and during school holidays
To have an excellent knowledge of national, local and school based safeguarding policy and procedure at Parkwood Hall
- To have knowledge of and apply current, relevant legislation and best practice and adhere to the General Social Care Council's Code of Practice, National Minimum Standards for Residential Special Schools and school policies
- To manage the induction and training of new staff employed on all activity programmes
- To play an active part in the performance management procedure in line managing staff
- To lead and take part in line management and supervision sessions
- To maintain a multi-disciplinary approach to all aspects of extra-curricular activity through good communication both internally and externally

General responsibilities

- To ensure that items of concern relating to Health and Safety are reported as per the current procedures and policies.
- To maintain confidentiality in all aspects of Parkwood Hall School. The nature of the

working environment entrusts people with confidential information. Any breach of this confidentiality will constitute gross misconduct.

- To work with all Parkwood Hall School staff to promote and maintain good relationships with all stakeholders and the general public to secure and safeguard the school's reputation in the community.
- To perform any other duties as are within the scope, spirit and purpose of the position as requested by the Principal.

Competencies

- To be able to work flexible hours as required by the activity programmes within the contractual framework of 36 hours per week 52 weeks per year
- To have a sound knowledge of children's rights and to be able to advocate for the students if necessary
- To have an understanding of and the ability to foster positive relationships with children with special needs in order to support individual students and enhance their lives, learning and social and emotional development
- To be able to lead a team and to develop the role of the staff involved in the activity programmes displaying integrity, leadership, flexibility, enthusiasm and a positive caring attitude
- To work within and maintain an anti-discriminatory framework
- As part of the Senior Team Leader Group, to help shape residential education policies, management and organisation
- To have a knowledge and understanding of whole school policies, procedures and standards and to be willing and able to implement them in a consistent manner
- To demonstrate effective communication skills in written and oral form
- To competently carry out instructions and procedures as directed by the Principal or other involved professionals
- To take a lead on the development and implementation of suitable record keeping monitoring and evaluation system for activity programmes
- To lead on the development and implementation of specific individual student learning and behaviour management strategies (e.g. TEACCH)
- To have appropriate ICT skills
- To contribute to staff meetings and school consultation processes in connection with students you work with
- To participate in school-based INSET or other external training courses as relevant
- To be actively involved in the whole school appraisal system
- To hold a relevant qualification at the level of NVQ4 or have become a student within the first 12 months of contract

Person Specification Qualities, Knowledge and Experience

Essential Criteria

The post holder must:

- Hold a qualification to NVQ Level 4 or equivalent in Management, Teaching and Learning, Health and Social Care or another relevant area
- Have an ability to establish and maintain excellent working relationships at all levels

- Be able to manage and motivate staff, including skills in relation to project management, planning, delivery, delegation, training, target setting and performance management
- Be a leader and an active team member, able to work alongside others but also able to work alone and self-motivate
- Have experience of working with children or young people
- Be computer literate
- Have some administrative skills, including the ability to be well organised, to prioritise tasks and to meet deadlines
- Be able to evidence an ability to work creatively and take a positive approach to problem solving

Desirable Criteria

It is an advantage for the post holder to

- Have experience of special needs education
- Have experience of leading a team.
- Exhibit knowledge of extended activities, short breaks/respite care
- Have proven experience of engaging with a variety of stakeholders.
- Have experience of activity programmes such as holiday clubs, after school clubs residential centres, scouting, Duke of Edinburgh etc
- Be able to evidence experience of marketing or promotion of a public service or an educational body

Professional development is available to all staff for the continuation of expert knowledge in work related fields

General Information:

Equality of Opportunity	<ul style="list-style-type: none"> • As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
Confidentiality and Data Protection	<ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
To contribute as an effective and collaborative member of the School team	<ul style="list-style-type: none"> • Any other duties as reasonably required by any SLT of the school. • Participating in the ongoing development, implementation and monitoring of the school plans. • Attend regular meetings as required and make a positive contribution during meetings.
Child Protection	<ul style="list-style-type: none"> • Attend regular meetings as required and make a positive contribution during meetings • To be alert to issues of child protection ensuring that the

	<p>welfare and safety of children attending Parkwood Hall Co-operative Academy is promoted and safeguarded and to report any child protection concerns to the designated Safeguarding Lead using safeguarding policies, procedures and practice</p> <ul style="list-style-type: none">• Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed• Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.
<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>This job description is current at the date below but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.</p> <p>Signatures:</p> <p>Employee_____Date_____</p> <p>Principal_____Date_____</p>	