



JAMES ALLEN'S GIRLS' PRE-PREPARATORY SCHOOL

JOB DESCRIPTION

Title of Position: After School Care Manager
Hours: Monday to Friday: 3:30 - 6:00pm
Salary: Permanent post, term time only
£6859.98/per annum

JAGS WHOLE SCHOOL AIMS

- To encourage all pupils to develop their full potential by stimulating their intellectual curiosity, enthusiasm and imagination.
- To promote excellence in academic, creative and athletic endeavours.
- To teach the value of integrity, morality and a concern for others.
- To enhance pupils' appreciation of their own and other cultures.
- To develop pupils' self-confidence and independence so that they are well-equipped to play an active role in society.

THE SHARED VALUES OF JAGS JUNIOR SCHOOL STAFF

The Junior School staff aim to have:

- A great sense of care and concern for all our pupils
- Empathy and awareness of others' needs
- Understanding that staff are here to do their best to help children to do their best
- Fun, vitality and a sense of humour
- Shared expectations of pupils' work, attitudes and behaviour
- A sense of pride in all that we do as a school
- An acceptance of children for who they are and as individuals with strengths and weaknesses
- A code of openness, courtesy, tact and sensitivity towards each other and everyone in the school community
- A positive and supportive approach in dealing with all members of the school community.

AFTER SCHOOL CARE

- Take responsibility for the welfare, care and safety of the pupils in After-School Care
- Manage the preparation, organisation and supervision of a range of interesting, stimulating and age-appropriate activities including sports, art and craft, and games for children aged 4-7 years.

- Ensure the health and safety of pupils through checking that equipment and the site are acceptable to use.
- Ensure that the arrival and departure of children is properly recorded and monitored.
- Liaise with parents, carers and other visitors, making them feel welcome visiting the site and ensuring they receive appropriate information and advice.
- Manage the provision of a healthy snack for the children in the session.
- Make sure areas are left clean and tidy at the end of the session.
- Foster interest in and enthusiasm for learning amongst the pupils.
- Actively engage with the pupils during the sessions.
- Take responsibility for the Safeguarding of all pupils in the sessions.

GENERAL

- To show a duty of care to all pupils in the school.
- To be aware of all the children's needs and act accordingly.
- Contributing to the overall ethos/work/aims of the school.
- Complying with policies and procedures relating to safeguarding (child protection), health & safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participating in training and other learning activities and performance development as required.
- Recognising own strengths and areas of expertise and use these to advise and support others.

KEY SKILLS AND EXPERIENCE:

The successful candidate should have the following skills and attributes:

Education

- Appropriate Childcare qualifications for post. NVQ Level 3 in Child Care.
- Paediatric First Aid Qualification.
- Genuine interest and experience working with children.

Knowledge/Work Experience

- Must have worked in an environment which involves direct care for children.
- Knowledge of appropriate play activities e.g. sports, games, crafts, stories, songs, dance etc.
- A basic awareness of health and safety practices.
- Experience of working successfully and cooperating as a member of a team.

Professional Values

- Promote the schools' ethos and aims and meet the expectations of the school's governing body.
- Able to establish and maintain good professional relationships with pupils, parents and colleagues.
- Adopt a flexible approach to working.

Knowledge and understanding

- Understand the statutory requirements concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion.
- Good command of written and spoken English.

Skills

- Interact sensitively with other workers and children and promote a positive working environment.
- Be able to use initiative and give direction to the Assistant.
- The After-School Care Assistant might also have particular skills related to guiding children in their play.

Personal Attributes

- An awareness of the ethos of an independent preparatory school.
- Punctuality.
- Able to listen to the needs, aspirations and concerns of pupils.
- Creative and enthusiastic.
- Organised and resourceful.
- Of smart appearance.

Special Requirements

- Must be willing to undergo a Disclosure and Barring Service check and other relevant checks.

Equal Opportunities

It is the policy of the school to provide equal opportunities for all qualified individuals regardless of race, colour, religion, ethnic or national origin, sexual orientation, age, gender, medical condition or disability.

Child Protection

James Allen's Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff have a responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact and to adhere to and ensure compliance with the school's Child Protection Policy at all times.