

Job Profile

Out of School Club Deputy



Job purpose:	<p>To deputise for the Manager in their absence and to assist with day to day management of the club.</p> <p>To work under the guidance of senior staff and within an agreed system of supervision implement agreed work programmes with individuals or groups, in or out of the setting</p> <p>To plan, manage and organise the out of school activities to ensure that all policies and procedures are adhered to.</p>		
Reporting to:	Acorn Trust Senior Leadership Team, Extended Schools/Childcare Manager		
Responsible for - Staff	Day to day supervision of room/play leaders/play/childcare workers		
Liaising with:	Children, parents/carers other members of staff		
Grade of post:	G4	Gauge ref:	A23514
Disclosure level:	Enhanced		

Key Responsibilities	
<ul style="list-style-type: none"> • To help the manager with planning, preparing and delivering quality play opportunities within a safe and caring environment. • To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to play/activities and safeguarding their health and well being. • To ensure that all registration, parental consents and children's personal details form are complete and up to date. • To plan, manage and prepare resources to support children's intellectual, physical, social, language development. • To maintain good order and keep children safe • To provide personal care and respond to hygiene needs when required • To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity • To establish positive and professional relationships with children, interacting with them according to their individual needs • To work in partnership with parents/carers, school staff and other professionals • To monitor children's responses to learning activities, record progress and achievement, update records and to provide general clerical support as directed including ordering stock. • To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy. • To promote inclusion and acceptance of all children. • To administer first aid if required • To comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection, EYFS framework, reporting any concerns to the Senior management and to complete all necessary paperwork as necessary. • To provide support, supervision and training to playworkers and other staff including 	

volunteers.

- To provide refreshments whilst ensuring that hygiene, health and safety standards are met

Other Specific Duties

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To participate in the staff review and development appraisal process.

Health and Safety Training

To undertake Health and Safety Training on areas within your area of work.

Schools Role Profile Acceptance Form

Extended Schools/Childcare

Level 3

G4 – A23514

SIGNATURES / AUTHORISATION

Job profiles are general, rather than explicitly describing any particular role and staff would not necessarily be expected to carry out all of the activities described. However staff may also be expected to undertake some duties which are not detailed in the job profile.

I/we agree that this job profile is an accurate reflection of the duties, skills and responsibilities of the post.

Signed Governors: _____ Date _____

Signed Headteacher: _____ Date _____

Signed Jobholder: _____ Date _____

Print Name Jobholder: _____ NI No: _____

School Name: _____

DFES _____

Please sign and return to your manager.

Out of School Club Deputy Person Specification / Selection Criteria Level 3 G4

A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Experience of working with or caring for children of a relevant age or learning need	E		A, I, R
Experience of supervising staff		D	A, I

B. Training and Qualifications

	Essential	Desirable	Source
NVQ level 3 in playwork/childcare/ or willingness to work towards or equivalent teaching assistant qualification	E		A, I
Good numeracy and literacy	E		A, I
2 GCSEs A-C or equivalent preferably in English Language and Mathematics		D	A, I
Commitment to undertake further relevant training	E		A, I
First Aid Certificate (paediatric) or willingness to undertake	E		A, I
Basic Food Hygiene Certificate or willingness to undertake within agreed timescale	E		A, I

C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Knowledge of current Government legislation relating to early years and childcare	E		A, I
Understanding of relevant legislation, current policies and codes of practice	E		A, I
Knowledge of relevant policies and codes of practice	E		A, I
Knowledge and understanding of equality and diversity	E		A, I

Knowledge of child development and learning processes	E		A, I
Knowledge of Health and Safety	E		A, I

D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to children and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to develop and implement programmes of work for individual and groups of children in accordance with their needs		D	A, I
Ability to deal with minor injuries	E		A, I
Ability to prepare simple snacks and/or meals	E		A, I
Ability to supervise other staff	E		A, I
Ability to use IT to support learning		D	A, I

E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I