

## WEST BOROUGH PRIMARY SCHOOL – JOB DESCRIPTION



<b>Post title:</b>	Acorns Club Deputy Manager
<b>Salary:</b>	KR 4
<b>Responsible to:</b>	Extended School's Manager
<b>Responsible for:</b>	Other Acorn Club Staff
<b>Appraiser:</b>	Senior Leader
<b>Working Pattern:</b>	Term-time only 20 hours per week (2.30pm to 6.30pm)

### Overall Purpose:

- To support the Extended School's Manager in the development and daily management of the Acorns Club

### Core Purpose:

- To support the manager in the development and daily management of Acorns Club providing a safe, caring and stimulating environment for children.
- To plan out of school experiences within the framework of the Early Years Foundation Stage and playwork principles.
- To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
- To deputise for the Extended School's Manager as required

### Specific Duties :

- Undertake the daily supervision of the Acorns Club, developing and maintaining high standards throughout
- In the absence of and as requested by the Extended School's Manager, ensure the smooth running of the club
- Ensure the safeguarding and well-being of children at all times
- Support the development and regular review of policies and procedures to be followed within Acorns Club in order to provide a consistent service to ensure the needs of the children are met.
- Support the Extended School's Manager in ensuring out of school play values are met at all times
- Maintain Acorns Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of those who use and work in the club.
- Support the Manager in ensuring that the children, whilst in Acorns Club have access to appropriate and stimulating play activities to support their varying needs and take a key role in suitably equipping Acorns Club in order to provide a stimulating environment for the children.
- Ensure healthy meals/snacks are provided in order to promote healthy eating and ensure that children, whilst in Acorns Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the Acorn Club's Equal Opportunities policy.

- Support the Manager in ensuring that records, including the children', families, staffing, registers, health and safety, sickness etc are maintained, ensuring confidentiality of information and ensuring that the information is stored effectively and is easily retrieved.

#### **Other**

- Have professional regard for the ethos, policies and practices of the school in which you teach, and maintain high standards in your own attendance and punctuality
- Perform any reasonable duties as requested by the headteacher

## Person Specification

ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>EXPERIENCE</b>	
<ul style="list-style-type: none"> <li>▪ At least 2 years recent experience in a group care setting.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of leading aspects of a group care setting.</li> </ul>
<ul style="list-style-type: none"> <li>▪ Experience of working with and building strong relationships with parents/ carers.</li> </ul>	
<b>QUALIFICATIONS AND TRAINING</b>	
<ul style="list-style-type: none"> <li>▪ A play work qualification equivalent to a Level 2/3</li> </ul>	<ul style="list-style-type: none"> <li>▪ A current paediatric First Aid qualification</li> </ul>
<ul style="list-style-type: none"> <li>▪ Recent appropriate safeguarding training.</li> </ul>	
<b>KNOWLEDGE</b>	
<ul style="list-style-type: none"> <li>▪ A sound knowledge of child development from 4-11 years</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of Prevent, FGM, CSE</li> </ul>
<ul style="list-style-type: none"> <li>▪ Knowledge of child protection and safeguarding procedures</li> </ul>	
<ul style="list-style-type: none"> <li>▪ An understanding of the Early Years Foundation Stage (EYFS) curriculum.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ An understanding of a play based approach to children's learning and development</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Knowledge of particular health and safety issues relevant to primary aged children</li> </ul>	
<b>JOB RELATED SKILLS AND ABILITIES</b>	
<ul style="list-style-type: none"> <li>▪ Good communication skills, oral and written</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Effective teamwork skills</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to maintain confidentiality</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Suitable person to work with children.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to develop and lead fully inclusive practice</li> </ul>	
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>▪ An understanding and commitment to equal opportunities</li> </ul>	<ul style="list-style-type: none"> <li>▪ An understanding of Food Hygiene, Health and Safety in the workplace</li> </ul>
<ul style="list-style-type: none"> <li>▪ A willingness to undertake further relevant training, including staff meetings outside of normal working hours</li> </ul>	