

**THE WALLACE HIGH SCHOOL**

**PREPARATORY DEPARTMENT**

**RECRUITMENT**

**POST TITLE:** After School Club Manager with additional Classroom Assistant Duties (Preparatory Department)

**HOURS:** 35 hours per week term time, Monday to Friday, including a 30 minute unpaid lunch break.

10:15am – 2:00pm General Classroom Assistant Duties

2:00pm – 5:45pm After School Manager

**PURPOSE:** To provide a safe, high quality care and play opportunities for children within the Preparatory Department and After School Club and be responsible for its day to day organisation, operation and administration in line with the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012).

**RATE OF PAY:** NJC Scale 14-17 (New SCP Scale 4-5). Point 4 (£15,204)

**RESPONSIBLE TO:** The Principal through the Bursar and Head of Preparatory Department

**GENERAL INFORMATION**

The Wallace High School is a co-educational, voluntary grammar school founded in 1880 which provides education for pupils from the age of two and ten months to the age of eighteen. The Preparatory Department is a purpose built facility which retains its own identity whilst, at the same time, remaining an integral part of the grammar school.

**MAIN DUTIES AND RESPONSIBILITIES**

**General Classroom Assistant (10:15am-2:00pm)**

**Classroom Support**

* Assist class teacher in the efficient running of the class.
* Assist the teacher in the efficient running of the class.
* Assist, as required, pupils learn as effectively as possible both in group situations and on their own by assisting with the management of the learning environment through:  
  - clarifying and explaining instruction;  
  - ensuring the pupils are able to use equipment and materials provided;  
  - assisting in motivating and encouraging the pupils as required;  
  - contributing to areas requiring reinforcement or development, e.g. language, behaviour, reading, spelling, handwriting/presentation etc;  
  - promoting independent learning;  
  - helping pupils concentrate on and finish work set.
* Participate in classroom activities, including involvement with the curriculum, where appropriate, under the direction of the class teacher/officer.
* Assume responsibility for supervising groups of children, or individual children on specified activities including talking and listening, use of library activities, using ICT and other duties.
* Provide continuity of adult care of e.g. supervising play and cloakrooms including hand washing and toileting.
* Be aware of school policies, procedures and of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately.
* Establish a supportive relationship with the pupils concerned.
* Prepare work for pupils as directed by, and in support of, the teacher.
* Set up, clear away and regularly clean equipment.
* Prepare material for play sessions e.g. making dough, paste, cutting paper, costume preparation, involvement in school dramatic activities etc.
* Provide supervision/support including the administration of prescribed medicines and drugs for children who are ill and deal with minor cuts and grazes.
* Ensure as far as possible a safe environment for pupils.
* Report to the class teacher any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

**ADMINISTRATION**

* Assist with classroom administration, e.g. collecting dinner money, lost property etc.
* Duplicate written materials, laminate/bind resources, assist with creation of wall displays
* Contribute to the maintenance of pupil progress records.
* Provide regular feedback about the pupils to the teacher.

**OTHER DUTIES**

* Attend relevant in-service training.
* To act as team leader for all Classroom Assistants and General Assistants in the Preparatory Department with responsibility for managing rotas for Classroom Assistant cover for Prep, Pre-Prep and After School.
* Assist work placement students with practical tasks.
* Such other duties as may be assigned by the Head of Preparatory Department/Bursar/Principal wtihin the level of the post.

**After School Manager (2:00pm-5:45pm)**

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| * To ensure that the After School Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and any fire drills or other evacuation procedures are carried out effectively. * To ensure full compliance of the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012). |
| * To manage and lead effectively a small team of After School Club Assistants; * To ensure full care for the children within the Club including their collection from classes and their safe delivery to parents and/or named carers; |
| * To ensure provision of safe, creative appropriate play opportunities including preparing and organising the activities programme; |
| * To be responsible for providing a high quality of activities, proper and effective deployment of the staff within the Club and offer appropriate stimulation and support to the children. |
| * To report any issue of concern to your line manager or in his absence to the appropriate person within the school; |
| * To carry out the day to day administration of the Club including the keeping of proper records and other administrative tasks including incident and accident forms and books, information for the billing of parents and the purchasing of relevant materials and equipment; * To prepare for the After School Club’s annual Inspection by Social Services including completion of all paperwork |
| * To ensure first aid is administered as necessary; * To work with the catering contractor to order snacks and oversee the distribution of snacks during the course of the Afterschool Club * To work within the School’s policies, procedures and practices including behaviour management, child protection, health and safety, equal opportunities etc. |
| * To carry out any other reasonable tasks within your competence as requested from time to time by your line manager; and |
| * To attend any training courses or seminars either organised by the school or paid for by the school to further your professional development. |

**RECRUITMENT CRITERIA**

**Essential Criteria:**

1. Hold one of the following qualifications –

* BA Hons Degree in Early Childhood Studies, or similar Degree level qualification in Early Years or Playwork
* QCF Level 5 Diploma in Children’s Care, Learning and Development (Management)
* QCF Level 5 Diploma in Playwork QCF

OR

Hold a relevant occupational qualification in early years’ education, social work, nursing, youth work, teaching or health visiting AND hold 2 years’ experience working in a play, education, youth or day care setting. Volunteer experience with children aged 5-11 will be acceptable.

OR

Be currently working as a manager in a child care setting with a Level 3 qualification (in line with Minimum Standards the appointee will be expected to undertake further qualifications within an agreed timespan).

It is the responsibility of the applicant to clearly state their qualifications that enable them to take up this post.

**Desirable Criteria:**

* Previous experience of working in a day nursery or similar setting, in a voluntary or paid capacity within the last three years.
* Hold a valid Level 2 Food Hygiene Certificate
* Hold a valid Paediatric First Aid Qualification
* Minimum of GCSE English and Mathematics at Grade C or higher
* Working knowledge of the Minimum Standards for Childminding and Day Care for Children Under Age 12 (DHSSPS, 2012)

The successful applicant must be able to lead and work co-operatively in a team. Applicants must be interested in the well being of children and must demonstrate excellent interpersonal skills.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment. This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.

Please note that the Board of Governors reserves the right to enhance shortlisting criteria to facilitate shortlisting.

**APPLICATIONS**

It is preferred that application forms are emailed to [recruit@wallacehigh.net](mailto:recruit@wallacehigh.net) An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **9 September 2019** at **12 midday.**

In order to comply with DE guidelines on Child Protection shortlisted applicants should bring an original birth certificate and /or marriage certificate (if appropriate) plus photographic ID to their interview.

NB: It is an offence for an individual who is on either of the Department’s Lists (UP List and/or List 99), or who is the subject of a disqualification order from the courts, to apply for, or offer to do any work, paid or unpaid, in a regulated position.