

## WYMONDHAM COLLEGE JOB DESCRIPTION

### WYMONDHAM LIFE ACTIVITIES AND CLUBS SUPERVISOR

<b>Line Managers job title:</b>	Wymondham Life Programme Manager
<b>Salary:</b>	Point 5 of the Support Staff Scale <b>FTE</b> £24,790 per annum <b>Pro rata</b> £16,237-£16,526 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus 2 weeks
<b>Hours per week:</b>	32.5 hours per week

#### THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Wymondham Life Activities and Clubs Supervisor.

As the Activities and Clubs Supervisor, you will assist the Wymondham Life Programme Manager in the organisation of extra-curricular activities in the College and provide evening and weekend sports hall supervision and lead trips and visits when required.

Wymondham College is a member of the Sapientia Education Trust (SET).

There is potential for the post holder to live on site.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

#### PERSON SPECIFICATION

The professional competencies expected of a Wymondham Life Activities and Clubs Supervisor are:

- Be keen to work with young people to develop their skill and understanding in a range of sporting activities;
- Be keen to lead trips and visits for boarders on Sundays;
- Be energetic, flexible and positive;
- Be imaginative, adaptable and keen to make an impact;
- Act professionally and as a role model for our students when on site;
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Wymondham Life Activities and Clubs Supervisor are:

- A good level of literacy and numeracy including competency in using Microsoft Office 365.
- Relevant work experience with young people;
- Be a good, practical sports player;
- Possess a clean driving licence which will enable you to drive a minibus or be able to take the relevant test;
- A degree level qualification, or equivalent, would be an advantage however; candidates with relevant experience should not be discouraged from applying.
- A minimum of a grade C / 4 in English and Maths GCSE.

## **JOB SPECIFICATION**

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Administer the system of registers, collating and distributing register information;
- Monitor club attendance and supervision through our online Evolve system;
- Report accidents and incidents to the WLPM and Health & Safety Officer;
- Assist with Open Mornings promoting Wymondham Life throughout the year;
- Assist with sourcing external providers for WL activities;
- Assist with the organisation of Boarder Big Weekender activities and Trips and Visits;
- Produce letters, posters and other materials as necessary to promote clubs and Big Weekenders to parents/carers and Houses in a timely and accurate fashion;
- Liaise with Finance after Big Weekenders to arrange refunds as appropriate;
- Liaise with Parents/Carers and students to chase any outstanding payments for clubs and Big Weekenders as appropriate;
- Act as Sports Centre Supervisor for the use of the College Sporting facilities by

- students and external users during non-curriculum time;
- Help prepare and maintain Wymondham Life sporting equipment;
- Encourage students to engage in clubs/activities and societies;
- Alert the HoH to any issues promptly;
- Promote the value of boarding to all stakeholders when appropriate.
- Participate in Wymondham College's programme of Performance Management and CPD.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### **HOURS OF WORK**

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	32.5
Normal working Pattern	15:00-21:45 Monday to Thursday 9:00-17:00 Sunday (plus 5 Saturdays a year for open mornings)
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

### **REMUNERATION**

- Point 5 of the Support Staff Salary Scale
- FTE Salary: £24,790 per annum
- Pro rata salary: £16,237-£16,526 per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 22% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

## **MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust 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 must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.