Responsible to:

Head Teacher and School Business Manager

Purpose

To independently lead the Tea Club without the presence of senior leaders in school.

To lead and manage the Tea Club team.

To supervise the welfare and safety of children attending the Tea Club

Key Accountabilities

To create a well-ordered, safe and secure environment, which ensures the social and emotional wellbeing of the children and complies with the EYFS Statutory Framework.

To lead a team in providing a stimulating play programme for children attending the Tea Club which takes account of their individual needs and interests, and give consideration to ethnic and cultural backgrounds.

To initiate, prepare and deliver activities designed to meet the intellectual, creative, physical, emotional and social needs of the children attending Tea Club.

To work with the headteacher and school business manager to develop, implement and review the policies, procedures and practices within the Tea Club.

To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good early years practice, including writing risk assessments.

To maintain the Tea Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.

To administer basic medical procedures and/or first aid for which training will have been provided.

Where appropriate, to take specific responsibility for identified children with specific needs.

To ensure that the school’s equal opportunities and accessibility policies are an integral part of Tea Club practice.

To develop and maintain good working relationships with colleagues including those within the team, other school staff, parents, children and external agencies as necessary.

To administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the Tea Club.

To take responsibility for following the Tea Club’s registration and departure procedures.

To maintain up to date records of resources and accurate financial records to ensure that expenditure is kept within budget.

To plan and prepare healthy meals for the children following food hygiene guidelines.

To order all supplies (provisions, food and equipment) for Breakfast/Tea Club

To work in accordance with the school’s ethos and policies on safeguarding, equal opportunities, behaviour, discipline and bullying.

To be aware of and implement the Safeguarding policy and Procedures of the school.

To be the named Designated Safeguarding Lead responsible for child protection at Tea Club, to put in place policies and procedures that ensure the identification and onward referral of children who may be at risk of harm.

To proactively deal with any safeguarding issues that arise between 4.00 and 6.00pm. This could include making referrals to MASH or to LADO as well as potentially difficult conversations with parents.

To supervise children who are not collected on time and report any children to the Child protection team.

To undertake any other duties commensurate with the nature and grade of the post which may be required from time to time to ensure the effective delivery of services.

Promotion of Professional Values

To ensure that the care of the children is paramount and is maintained to the agreed standards according to the school’s values and ethos.

To ensure that a high level of confidentiality is maintained in all aspects of work

To encourage and develop optimum performance from staff and underline the school’s approach to the needs of the children and families as reflected in the school’s policies.

Knowledge, training and experience

Educated to NVQ level 3 in Childcare (2-7 year olds)

Qualification in First Aid at Work.

Qualification in Paediatric First Aid.

Experience of working with children in a similar setting in a lead role.

Experience of working with children with special educational needs and disabilities.

Experience of working in a multi-cultural setting.

Experience of positive behaviour management.

Experience of using IT (e.g. Word, Excel spreadsheets)

Knowledge of Early Years Foundation Stage statutory requirements.

Knowledge of health and safety requirements

Knowledge and understanding of safeguarding and child protection.

Knowledge and understanding of relevant school policies and procedures such as child protection, health and safety, equal opportunities, behaviour, discipline and bullying.

Knowledge of food hygiene regulations.

Knowledge of cultural and religious requirements.

Willingness to undertake training and attend courses relevant to the post as required.

Willingness to be flexible to meet requirements.

Planning, organising and controlling skills

To lead a team that promotes an environment that safeguards and protects children.

To maintain appropriate accurate records as directed by the school including: attendance, accidents and/or incidents, behaviours and action taken, complaints and any other records of administration which may be required.

To keep the senior leadership of the school aware of any information associated with children’s attendance and involvement at Tea Club ensuring that any concerns are immediately reported.

To ensure the proper use and security of premises and equipment.

Planning to ensure that the Tea Club is adequately staffed in accordance with policy.

 Plans to ensure that children whilst in attending the Tea Club have access to appropriate activities to support their individual needs and giving consideration to ethnic and cultural backgrounds.

 Planning to ensure the welfare and safety of children throughout their attendance at the Tea Club

Planning to ensure that all tasks are completed within strict and given timescales, such as all children attend between given start and end times, preparation of healthy snacks at set times.

To plan and deliver creative play opportunities in a safe, stimulating and inclusive environment

Contributes to the short term plans of the Tea Club

Communicating and influencing skills

Ability to work on own initiative.

Ability to motivate and support a small staff team.

Ability to respond to and/or challenge inappropriate practice., raising concerns that may put children at risk by colleagues or other professionals

Trains/demonstrates duties to new employees.

Ensures team are aware to any specific needs of an individual child.

Communicates according to child(ren)’s needs, such as culture, age, additional support needs.

Supervises groups of children and encourages good behaviour whilst attending the Tea Club.

Devises and implements appropriate strategies for managing children’s behaviour.

Provides feedback to Headteacher/Deputy Headteacher/all school staff and complete incident reports/alert forms.

Encourages parental/carer involvement and support of the Tea Club.

Initiative and innovation skills

Works within and complies with school policies and procedures relating to child protection, health and safety, security, equal opportunities, behaviour, bullying and discipline.

Use of initiative in developing and managing administrative and /or financial procedures and systems for the Tea Club.

Use of initiative in ensuring that club/school routines are followed, such as entry and exit of play areas and club/school premises.

Use of initiative in dealing with incidents that arise from ensuring welfare and safety of children during attendance at Tea Club such as minor injuries, incidents of bullying, deciding when to call for additional help.

Use of initiative in playing games to promote and motivate good behaviour.

Use of initiative in reporting incidents to Headteacher that may require additional action relating to child, such as behavioural problems.

Use of initiative in reporting Tea Club(s) staff feedback to Headteacher or Deputy Headteacher, such as on new school policy or changes in policy.

To assist in the development and review the policies, procedures and practices within the Tea Club

Budget accountability

Maintain up to date records of resources to ensure that expenditure is kept within budget.

Manage weekly food order within agreed budget.

Staff accountability

Participation in recruitment process.

Daily management of club(s) team.

Physical effort

Daily requirement to set up activities/play equipment, laying of tables.

Requirement to assist in domestic jobs within the club(s), e.g. preparation of drinks and refreshments, cleansing of equipment, cleansing of food preparation areas, clearing up spillages.

An on-going requirement for standing and/or working in awkward positions, such as bending over tables, sitting on small chairs or the floor and crouching to child’s height.

Work environment

Club activities can be noisy – plus requirement to ensure safety of children re food, using cutlery.

Occasionally assist children to change out of soiled clothing.

Regular outdoor working, e.g. outside play activities however unlikely to work outside in extreme weather conditions.

May experience a range of behaviours from pupils, such as verbal abuse, challenging behaviour, physical outbursts.

May be exposed to challenging parents/carers and occasionally verbal abuse.