



Weetwood Out of School Club Deputy Manager Recruitment Pack





Dear Applicant

Re: Out of School Club Deputy Manager

Thank you for your interest in our Out of School Club Deputy Manager post at Weetwood Primary School. We are a happy thriving school with a passion for creative teaching, lifelong learning and memorable experiences.

We work closely with our family of schools in Headingley, Kirkstall and the surrounding area and provide holiday clubs for pupils at the surrounding schools. We are looking for an inspirational and highly motivated practitioner who is passionate about working with children and who can work alongside our class teachers and other support staff to deliver high quality support to pupils within the classroom, including those with SEND needs.

This is an exciting opportunity for the successful candidate to develop and build on their experiences and have access to relevant CPD whilst working with a supportive staff team. Our Governing Body is knowledgeable, efficient and focussed on raising standards and is incredibly supportive of the school. We have an active PTA, who raise considerable funds for the school and have an excellent relationship with the school leadership. In short, Weetwood is an exciting, happy and stimulating place to work, and a good prospect for anyone looking to further their career. I hope that after finding out more about our school, you will feel encouraged to apply for this post.

Yours faithfully,

Mrs Anna Ellison

Headteacher



Our Vision and Aims

**Respecting each other,
Striving to be our best,
Learning in a happy school.**

At Weetwood Primary School:

- We promote a love of learning within a safe and happy school, in which every person is included and special.
- We provide a creative and challenging curriculum in order to develop children's confidence, self-esteem and academic achievement.
- We work in partnership with governors, parents and our local community and celebrate success in all we do.
- We aim for all the pupils to feel secure and happy, with a view to fulfilling their true potential. We believe that happy children learn well.
- We aim to create an environment where children develop the confidence to think for themselves, develop independence and enjoy their time at school.
- We encourage the children to be actively involved in developing learning skills and ideas, in order that they can work and achieve to the best of their ability.
- All children are set challenging, yet achievable targets and play an active role in evaluating their progress.
- We aim to teach the children the following values throughout their journey at Weetwood.

We feel it is our task to identify the needs of pupils and help them to:

- * Develop values and attitudes such as self-respect, curiosity, open-mindedness, justice and fairness;
- * Develop skills for intellectual, physical, emotional and social learning;
- * Acquire knowledge in a way that encourages concept formation, independent learning and self-assessment;
- * Be properly equipped with the skills they will need to have control over their own lives and environment, and to be able to take a positive role in the community;
- * Acquire the skills and knowledge necessary for now and for their future family, community and work roles;
- * Begin to understand the complex world in which they live;
- * Become aware of their environment, locally, nationally and globally, of its ecological importance and the influences of human beings upon it;
- * Appreciate, and develop the confidence to contribute to human achievements;
- * Value and have confidence in themselves, to care for others and recognise our human interdependence as individuals, groups and nations;
- * Learn important social skills through interaction with others, thus enabling them to take responsibility for their own actions and become aware that these have an effect on the wider environment.



The Application Process

Interested candidates are welcome to contact Mrs Haworth for further information on the post via email at bursar@weetwoodprimary.co.uk . Visit our website www.weetwoodprimary.co.uk for more information about Weetwood Primary School.

Shortlisted candidates are welcome to visit the school.

How do I apply?

Please complete the relevant application form providing full details of your education and employment history, including any unpaid or voluntary work. Where there are gaps in your employment, please state the reasons why (e.g. gap year, career break, unemployed etc.). Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post. We require details of two referees, one of which must be your current or most recent employer. If you currently work in school, the reference must be from the Headteacher. Please provide their names, email addresses and daytime contact numbers.

Supporting information

This section of the form is very important. It gives you an opportunity to explain why you are applying and why you are the best person for this job. Use the job description and person specification as your guide and give specific examples, where possible, to demonstrate how you match the requirements for this post in a covering letter of no longer than one side of A4 detailing your experience and why you are an ideal candidate.

CVs are not accepted as part of the application process.

Where & when do I need to send my completed application?

Your completed application form and covering letter should be emailed to bursar@weetwoodprimary.co.uk

Closing date: Open Advert

Interview Date: TBC

Start Date: ASAP

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. We are unable to contact all applicants, but all shortlisted candidates will be contacted by email or phone within 72 hours of the closing date. If you have any queries on any aspect of the application process or need additional information please contact the office manager.



Vacancy Advert:

Advert: Out of School Club Deputy Manager

Salary: B3/C1 £13.26 to £15.58 depending on experience

Contract: Permanent

Hours: 7:30-9:00am and 3:00-6:00pm term time only and Holiday Club during School Holidays
(Holiday club hours to be negotiated)

Closing Date: **Open Advert**

Interviews: **TBC**

If you are passionate about working with children and families and want to join a kind, caring and nurturing school- this is the job for you!

Are you looking for an exciting challenge or some experience of working in a school? We are seeking to appoint an **Out of School Club Deputy Manager** to join our fantastic team.

We are looking to fill vacancies in our Breakfast club and Afterschool club, as well our Holiday Club. The Holiday Club runs in all school holidays except two weeks at Christmas and the last two weeks of the summer holiday. Holiday club is open from 8am-6pm. During the interview process we are happy to discuss varied working patterns and job share opportunities.

We are looking for an enthusiastic, dedicated and flexible person to help manage our very successful out of School Club. The post holder will support the Club Manager in ensuring that Weetwood out of School Club provides high quality childcare, within a positive, safe and happy environment. The post holder will work in line with the policies and procedures of Weetwood Primary School.

Weetwood Primary School is located in the Far Headingley area of Leeds. The school enjoys an excellent reputation in the community and is regularly over-subscribed. We are proud of our positive, family atmosphere, and the emphasis placed on mutual respect.

The post holder will assist in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration. The post holder will undertake duties under the direction of the Club Manager.

What can we offer you?

- A supportive team of dedicated, friendly staff.
- An opportunity to develop your role through training and working with other experienced practitioners.
- Kind, friendly and enthusiastic children.



Enhanced Disclosure:

Thank you for your interest in this post at Weetwood Primary School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

An Enhanced Disclosure is carried out by the Disclosure and Barring Service (DBS) and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Disclosure and Barring Service (DBS) Code of Practice of Disclosure Information.

If your application is shortlisted for interview, you will be required to complete a self-disclosure form which must be returned to us at least one day prior to interview. If we do not receive this, we reserve the right to withdraw the offer of interview. If your application is successful and proceeds to conditional offer stage, you will receive further information on how to complete the Enhanced Disclosure.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



Out of School Club Deputy Manager Job Description

Responsible to: Club Manager

Main Job Roles:

The post holder will support the Club Manager in ensuring that Weetwood Out of Hours Club provides high quality childcare, within a positive, safe and happy environment, in line with the policies and procedures of the Club and Weetwood Primary School.

The post holder will assist in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration. The post holder will undertake duties under the direction of the Club Manager. The post holder will also have a role in the promotion of the club in the local area.

RESPONSIBILITIES AND DUTIES

Quality Child Care

To assist the Club Manager in ensuring that the club provides high quality child care through:

- Helping to plan a wide variety of activities to stimulate and support children's intellectual, emotional, physical, social, language and play development
- Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
- Providing good quality, nutritious and attractive food and refreshments for the children prepared according to set standards of hygiene
- Contributing to and implementing the Club policies especially those on equal opportunities

Health & Safety

To assist the Club Manager in ensuring a safe environment for children and adults in the Club including:

- Helping to ensure that equipment is well maintained and safe to use
- Ensuring that good hygiene standards are kept
- Ensuring that all safety procedures (including child protection) are followed
- Dealing with any accidents and emergencies according to the policies and procedures of the Club and the school
- Helping to ensure that the first aid box is appropriately stocked and regularly replenished
- Preparing and fully setting out the Club before children arrive and tidying up after the children leave



Marketing and Promotion

To assist in the marketing and promotion of the club in the local area through:

- Distributing publicity
- Assisting at promotional events

Administration

- To assist with administration as directed by the Club Manager

Other Duties

- Attending relevant meeting and training events as directed
- Taking responsibility for own professional development
- Keeping completely confidential any information relating to children, their families, Governors and staff which is learnt as part of the job and in line with confidentiality policy
- Any other reasonable duties as required

Relationships

- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the club
- Delivering a high level of customer service to parents and carers
- Advising the Club Manager of any matter requiring attention, such as concerns about a child, or equipment needing repair or replacement



Person Specification

ESSENTIAL REQUIREMENTS: It is essential that the Candidate should be able to demonstrate the following criteria for the post within the context of the specific role duties and responsibilities: Candidates will only be shortlisted for interview if they can demonstrate on the application form that they meet all the essential requirements

Method of Assessment will be through one or more of the following: Application Form, Interview, and Certificate.

Qualifications and Training

- Participate in development and training opportunities

Skills Required

- Good numeracy/literacy/ communication skills
- Use basic technology – computer, video, photocopier
- Ability to relate well to children and adults
- Ability to work constructively as part of a team

Knowledge Required

- Working with or caring for children of relevant age



- Understanding relevant roles and responsibilities and your own position within these
- To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection

Other conditions

- Holder of an Enhanced DBS – To be done by the school
- Willingness to contribute to the wider success of school
- Ability to be flexible in order to ensure service delivery

DESIRABLE REQUIREMENTS:

Knowledge

- Appropriate knowledge of first aid and food hygiene