

WEST TOWN LANE ACADEMY

WHERE LEARNING IS AN ADVENTURE

CLUB MANAGER- JOB DESCRIPTION



PURPOSES

To lead high quality activities for children within the context of wrap around care or holiday clubs.

To manage the day to day running of the Breakfast and After-school clubs.

To support the Academy in creating stimulating, challenging and fun opportunities for young people.

RESPONSIBILITIES

The range of activities will be varied and include:

- Manage a team of dedicated play workers for wrap around clubs 7.30am - 9.30am, 3.00pm – 6.00pm Monday to Friday during term time, plus additional Holiday Clubs throughout the year.
- To undertake administrative tasks using the online booking system, ensuring registers are up to date.
- Together with the whole team, plan, create and evaluate exciting environments and play opportunities for children.
- Undertake appropriate training, and support delivery of in-house training.
- Work on their own initiative and show leadership and professional skills.
- Carry out peer observations offering support and mentoring to the team.
- Have a sense of fun, be hard working, reliable, really enjoy working with children and want to be part of our Little Farm family in a leadership capacity
- To create a play environment where young people can make choices, access a range of resources and be supported by a responsive and adaptable approach to their play.
- To have an awareness of risks within the play and leisure opportunities delivered through a robust and considered approach to risk benefit assessments.
- To ensure that all work is delivered under the procedures and policies for provision in accordance with best practice, health and safety and safeguarding.
- To support the promotion of positive behaviour of young people.
- Listen to parents and welcome newcomers
- Be aware of anti bias attitudes at all times and encourage them in children

ADDITIONAL DUTIES

Play workers will also be required to work within the school holidays and INSET days, organising activities for children throughout the whole day.

This job description sets out the main duties and does not describe in detail all tasks required to carry them out.

ESSENTIAL EXPERIENCE & SKILLS

1. Experience of managing adults and leading staff teams
2. Minimum Level 3 in childcare or equivalent
3. Good standard of Literacy and Numeracy
4. A minimum of 2 years experience of working within a childcare or education setting.
5. Understanding of Child Protection systems and requirements.
6. Commitment to working within an equal opportunities framework.
7. Ability to provide warm and consistent care to all children attending the scheme.
8. Ability to understand and meet children's needs including those of children with special needs.
9. Understanding of health and safety issues that affect the day to day running of childcare services.
10. Good communication skills, working with colleagues and parents/ carers.
11. Good physical and emotional health, and the ability to work on own initiative.