



Oreston Community Academy



Job Description

Job Title:	Lighthouse Club Manager
Location:	Across the Trust, based at Oreston Community Academy currently.
Grade:	Plymouth legacy pay scales Grade D, SCP8-14. Annual salary £10,279 - £11,320 per annum (pro rata of £25,992- £28,624 per annum)
Hours:	14 hours per week over 38 working weeks, plus 15 holiday club days per annum. However some flexibility to planned shift pattern as per rota requirements.
Reports To:	Operations Manager
Responsible For:	Play Workers

Job purpose

- Manage the day-to-day running of the Lighthouse Club as a lead practitioner.
- Lead on implementation of activities and structure of sessions.
- Support with the safeguarding, enjoyment and wellbeing of all the children and staff within the setting.
- Plan and provide a varied programme of activities for the children.

Key Duties

Main Duties & Responsibilities:

- Support with ensuring the provision of a caring, safe, secure and stimulating environment in the out-of-school childcare
- Support with records of attendance and bookings in liaison with the manager and dedicated admin support.
- Awareness of requirements as set nationally by the Department for Education, including working ratios and activity planning.
- Contribute to planning of a varied menu of appropriate play activities for children and lead on implementation of activities.
- To ensure confidentiality of information received.

Safeguarding

- Act as a lead advocate for safeguarding within Lighthouse Club.
- Undertake the role of the Designated Safeguarding Lead (DSL) for the Out of School Club setting in liaison with the DSL for the School.
- Support with developing and implementing appropriate policies and procedures for the club.
- Attend meetings as appropriate.
- Ensure all safeguarding documentation is recorded, stored, and shared appropriately.

Staff Supervision

- Act as lead practitioner and direct play workers to support with implementing activities as appropriate.
- Plan the staff rota and coordinate cover where required.
- Ensure Play workers are supported in order to offer the highest quality provision.

Activity Planning / Play Worker

- Direct the provision of safe, creative and appropriate play opportunities for children.
- Work with the team in planning sessions with staff team to ensure a planned approach to club sessions, including preparing and organising resources.
- To ensure Play workers have adequate support for preparing activities, organising programmes/ themes and arranging equipment.
- To ensure that all activities are inclusive for all children to take part in and suitable for the age range of 3 year olds up to 11 year olds.
- Ensure that all activities are carried out in a safe and responsible manner in accordance with the statutory guidance, e.g. Health and Safety. Where applicable, ensure that risk assessments are completed prior to commencing activities with children.
- Ensure that children's behaviour is managed in a suitable manner following the schools behaviour systems and policies.
- To ensure good standards of hygiene and cleanliness are maintained at all times.

GENERAL

- Preparing and contributing to Trust wide development by sharing best practice and professional feedback as required.
- To assist with the production and analysis of regular reports on activity for use at management meetings and feedback, as appropriate for the role and as required.
- To maintain designated databases / files in accordance with Trust policies for data governance, as appropriate for the role.
- To comply with and promote all Trust policies, including Safeguarding, Health and Safety, and Equality & Diversity.

This job description provides a general reflection of the key accountabilities associated with the post, and you may be expected to take on other reasonable activities to assist in efficient service delivery. Emphasis on specific accountabilities and indicators of success will be agreed as part of your Personal Development Review.

Signed: Amy Chivers
Headteacher

Date:

Signed:

Date:

PERSON SPECIFICATION

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
QUALIFICATIONS:			
Relevant Level 2 qualification	E	✓	
Awareness of Health & Safety and Food Hygiene	D	✓	
Current First Aid certificate or commitment to work towards	D	✓	
Safeguarding Level 3 or commitment to work towards	D	✓	
EXPERIENCE:			
Previous experience in a play work environment, working with school-aged children	E	✓	✓
Creativity to devise new ideas and engage the children in activities	E		✓
Ability to manage a variety of competing demands	D	✓	✓
Knowledge of the relevant statutory legislation for the regulation of provision	D	✓	✓
Experience of supervising a team	D	✓	✓
KNOWLEDGE, SKILLS AND ABILITIES:			
Partnership working with stakeholders	E	✓	✓
Strong verbal and written communication skills.	E	✓	✓
Ability to delegate tasks to team members as appropriate	D	✓	
Patience, punctuality, reliability and trustworthiness	E	✓	
Enthusiasm for working with children and young people	E	✓	✓
Good organisational, record keeping and planning skills	E	✓	✓
Able to support and encourage other playworkers	D	✓	✓
Able to work in small team	D	✓	✓
Flexibility/ adaptability	D	✓	✓
Ability to use technology to maintain records, research, and correspond.	E	✓	
Using safeguarding practice	E	✓	✓
Knowledge of safeguarding organisations	D	✓	
VALUES-BASED BEHAVIOURS:			
Compassion:			
Recognising need in others and acting with positive intention to promote well-being and improve outcomes	✓		✓
Aspiration:			
Works to high expectations, modelling the delivery of high-quality outcomes	✓		✓

Showing passion, persistence and resilience in seeking creative solutions to strive for continuous improvement and excellence	✓		✓
Integrity:			
Acting always in the interests of children and young people,	✓		✓
Acting with a consistent and uncompromising adherence to strong moral and ethical principles	✓		✓
Communicating with transparency and respect, creating a working environment based on trust and honesty	✓		✓
Collaboration:			
Creating a shared vision and working effectively across boundaries in an equitable and inclusive way to skilfully influence and engage others	✓		✓
FURTHER REQUIREMENTS:			
Commitment to safeguarding and KCSIE	E		✓
DBS certificate	E		✓