

Data Protection Act 1998. This form will enable us to process any information you contribute to the role profiling process and will be used by Hampshire County Council evaluation panels for job evaluation purposes. At a later date, the information will also be used in other personnel areas, e.g. performance development review, induction, and training and development Processing of information includes storage of records electronically and in hard copy format. Personal data will only be made available to Hampshire County Council staff and trade union representatives involved in these processes. Any data required for statistical/research purposes will be depersonalised.

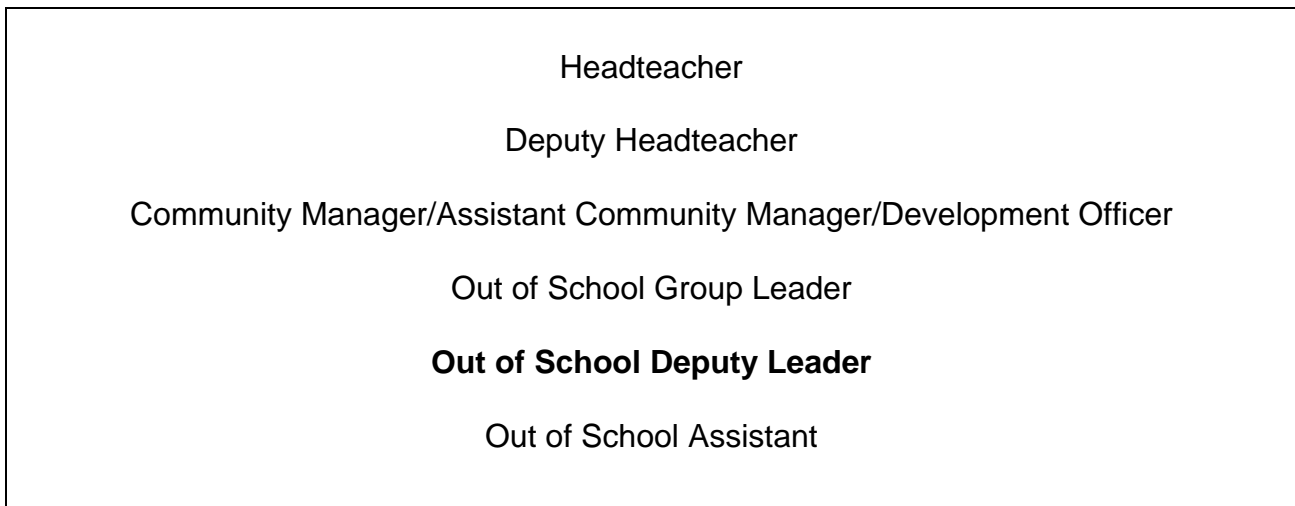
ROLE PROFILE FORM

Section A

Role profile ref no	01531
Department/Section:	Education - Schools
Role Title:	Out of School Deputy Leader. Role title may also be known in some schools as Session Leader/Play leader/Holiday Play leader/Deputy Playscheme Manager/Senior Playworker
Reports To - (Supervisor/manager's role title) :	Out of School Group leader. In some schools the role title may be called Breakfast and/or After School Club Manager or Leader/Club Co-ordinator/Holiday Scheme Manager/Playscheme Manager
Role Purpose: (why the role exists)	To assist the line manager with the management and operation of the Out of School Cub service for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. To deputise as Leader in his/her absence. The Out of School Club service may be available before and/or after school and/or during the school holiday periods.

Section B Organisation

Please provide a simple line drawing indicating where the role sits within the organisation in the box below. (See guidance notes with regard to the use of formal organisation charts).



Section C

ROLE REQUIREMENTS

This involves identifying the most significant responsibilities of the role. Accountability statements are key functions of the role which in combination make up the main purpose.

<p>Administration</p>	<ul style="list-style-type: none"> • Assist the line manager with the day to day running of the provision ensuring that the service meets the care, play and educational needs of the children effectively and efficiently, as well as satisfying government guidelines. • Maintain accurate records of attendance, registration, fees and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion and the smooth running of the service. • Where parental/named carers payment of fees are not up to date, ensure that the Assistants request payment and collect any money from the parents/named carers, recording it accurately on the service documentation and at the end of the session take it to the administration/finance office for banking. • Extract quantitative and qualitative data from the relevant administration systems for inclusion in quality assurance systems, management reports, reports to funders or any other reports as required by the line manager. • Prepare rooms and resources in advance and ensure that play equipment and materials are cleared away and safely stored at the end of each session. • Assist the line manager with the stock control of the equipment ensuring that supplies are maintained to meet the needs of staff and children. • Under the direction of the line manager to routinely inspect play equipment to ensure that they are in good and usable condition, and inform the line manager of any problems. • Ensure the safe storage of equipment and 	<p>20%</p>
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<p>Staff Management</p>	<ul style="list-style-type: none"> • Assist the line manager with the supervision, motivation and co-ordination of a team of staff, including volunteers and specialist tutors, to achieve an effective, efficient and consistent service ensuring regular review so that they carry out their duties in accordance with their role profiles. • Instruct and direct staff on correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection, Equalities and Health and Safety issues. • In conjunction with the line manager, ensure the delivery of in-service training, off and on site, for all staff to ensure that the team operates in an effective and efficient way against agreed quality standards and defined practices and procedures. • Participate in regular staff meetings and take further action where required. • Assist the line manager with the recruitment, selection, induction, training and support of all service staff through staff development activities and initiatives to encourage motivated, well developed staff. • Participate in the school's performance management system and undertake additional appropriate training as and when required. 	<p>20%</p>
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<p>Service Provision</p>	<ul style="list-style-type: none"> • Assist the line manager with the management and develop the service provision to a high professional standard, liaising effectively with appropriate school staff and customers and promoting the service, to ensure that it continues to meet the care, play and educational needs of the children. • Supervise the care and welfare of the children as required including effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carer involvement and support in the provision of the service. • Working with the line manager/school departments to plan, develop, co-ordinate and organise a balanced stimulating, secure and safe play programme and creative activities suited to the age ranges, learning needs and abilities of the children using the service and engage those children in the planned activities. Work directly with the children as appropriate. • Liaise with the Site Management/Community staff/Cleaners on the use of buildings, venues, resources and equipment. • Assist with the operation of the service according to the relevant policies and procedures particularly ensuring compliance with health and safety, child protection and equalities policies and procedures to ensure the safety and security of children at all times. • Participate in meetings with the school management team/line manager to discuss the present and future needs of the service provision and to contribute to its overall development. • Escort children to and from the school/agree point/classrooms and ensure safe delivery to the parents/named carers. • Assist with the provision of an effective First Aid service by ensuring that staff are appropriately trained, procedures are adhere to and that the appropriate action is taken and forms completed in the event of an accident. • Administer First Aid when required and be aware of the medical conditions of children in attendance. • Establish and maintain effective working relationships with parents/named carers and other childcare agencies/groups, responding to routine queries when raised. • Assist the line manager with the liaison with relevant outside agencies to maintain legal and professional standards and work within the OFSTED framework. 	<p>45%</p>
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	<ul style="list-style-type: none"> • Assist the line manager with the promotion of the service to outside agencies, the press and to parents/named carers and seek marketing opportunities to raise its profile to ensure the ongoing financial viability of the service, with the view to making a surplus. • Manage children’s behavioural problems in accordance with the school and County Council’s behaviour management policies and procedures, and liaise with parents/named carers as necessary. • Adhere to the school’s equal opportunities policy for school staff and pupils. • Advise parents/named carers about childcare benefits relevant to the service provision. • Organise the provision of refreshments to meet the children’s dietary needs. • Supervise children’s basic hygiene arrangements. 	
<p>Finance – applicable to role holders in some schools</p>	<ul style="list-style-type: none"> • Assist the line manager with the control and management of the budget for the service working within agreed Service Plan expenditure targets and seek to achieve income targets. • Assist the line manager with the monitoring of spending and income against the set budget. • Assist the line manager to maintain an accurate financial record keeping system which meets the requirements of the Council’s financial regulations. • Assist the line manager to ensure the accurate recording of payment of fees by parents/named carers and receipt of grants in the financial accounts. 	<p>10%</p>
<p>Corporate and statutory initiatives - equalities/health and safety/e-government/sustainability</p>	<ul style="list-style-type: none"> • Complying with relevant legislation e.g. Health & Safety and Fire Regulations to ensure the Health & Safety of children in his/her care. • Maintain and promote sustainability issues in the service to contribute to the school and corporate objectives. • Maintain awareness of the County Council’s duties with regards to equalities issues. 	<p>5%</p>

Section D -The key decision making areas in the role

Staff supervision (refers to the line manager for further advice and feedback)
 Fire and Health and Safety Risk Assessment for the service (refers to line manager)
 Cover for staff absence (refers to line manager)
 Purchasing materials and equipment (decides/refers)
 Stock control (assists with monitoring and maintaining supplies and equipment placing orders where appropriate)
 Parental/Named Carer complaints (refers to line manager)
 Service policies and procedures (refers to line manager where appropriate)
 Areas of responsibility will vary with school size and structure
 Planning play provision

Section E - The role dimensions - financial (e.g. budgets) and non-financial (e.g. units, workload, customers/staff)

3 - 4 direct reports full or part time (some casual staff)
 38 - 40 Number of children in the service on a daily basis during term time
 30 Number of children in the service on a daily basis during school holidays
 The service covers children in the early years provision to those children in primary and secondary schools and is dependent on the type of school and service being offered.
 Where required, Out of School Club budget - £XK varies depending on size of school

Section F – The main contacts – external/internal customer contacts and purpose

Internal contacts

Children (daily in a care and educational role)
 Line Manager (daily)
 All service staff (daily to discuss day to day work requirements)
 County Council Departments (occasionally seeking guidance, responding to queries and imparting general information)

External contacts

Professional external agencies – e.g. school matron, medical personnel
 Parents/Named Carers (daily – delivery of children; responding to routine queries; discussions on child care needs/welfare matters)
 Suppliers (occasionally to maintain appropriate level of stock, materials and play equipment for the service)

Section G - Working conditions – environment, and physical effort or strain.

Role holders will be required to work during term-time outside school normal working hours.

Role holders may be required to work during school holiday periods according to the service provision. Therefore the hours of work may be adjusted to fit in with the longer working day.

Some children exhibit challenging behaviour and may need specific behavioural management measures in place.

Nausea (children being unwell).

Moving, handling and transportation of play equipment and other material and resources to venues/rooms where sessions are held.

General clearing up and cleaning after the session.

Section H - Context/additional information

The Out of School Club Service provision varies according to the school. The service provision may cover Breakfast Clubs only, After School Clubs or Summer Clubs only, or a mixture of all three provisions.

Role holder is required to assist the line manager with the maintenance of good working relationships under difficult circumstances.

Role holder is expected to respect and practise confidentiality at all times.

Role holder is expected to use initiative.

PROGRESSION IN ROLE

Section I - Entry: Necessary role-related knowledge, skills and experience at selection

- Educated to GCSE level standard or equivalent with passes in English and Maths at Grade C or above.
- Hold an appropriate childcare qualification or proven evidence of working towards the qualification e.g. CACHE Level 2.
- Knowledge and understanding of childcare and the role of a playworker.
- Ability to demonstrate knowledge and an understanding of the legislation governing childcare.
- Experience of caring for children of a wide age range and providing safe creative play activities and ability to undertake all associated administrative tasks.
- Experience of assisting with the management of a child care service to a high professional standard of care.
- Ability to maintain excellent working relationships with the team and customers.
- Ability to communicate at all levels.
- Working effectively in a team and on own initiative, using judgment and common sense at all times.
- Ability to contribute to the planning and implementation of a programme of safe and creative activities for children.
- Ability to assess a child's care needs, liaising appropriately with the parents/named carers.
- Commitment to equality of opportunities for all children and staff.
- Hold a current valid driving licence.

Section J – Initial induction/training required to become effective in the role

- Competent in supervising staff in line with school and County Council procedures.
- Able to demonstrate an understanding and knowledge of the school's policies and procedures and the legislation governing childcare.
- Suitably trained in First Aid which meets the Health and Safety Executive First Aid at Work requirements.
- Suitably trained in the Minibus Driver Awareness Scheme (MIDAS) in order to use the school minibus.
- Undertake suitable playwork training for example NVQ level 3 in Playwork.
- Attendance at training courses on any relevant issues.

Section K – Operationally effective: How would effectiveness in role be demonstrated?

- General knowledge of the service.
- Able to assist the line manager with setting and reviewing service standards and targets to maintain the efficiency and effectiveness of the service and to meet the needs to the children using the service.
- Able to demonstrate an understanding and knowledge of the Childrens' Act, OFSTED standards, Child Protection, Health and Safety issues and hygiene requirements.
- Achievement of an appropriate National Vocational Qualification in Playwork (Level 3) or any other relevant qualification, within an agreed timeframe.
- Able to undertake the duties performed by their direct reports.
- Able to demonstrate knowledge of the child care benefits available to parents/named carers which are relevant to the service provision.
- Able to assist the line manager with promotion and budget preparation.
- Successful performance against measurable targets set in their annual performance and regular reviews.

Section L - Adding value: What characteristics will the advanced role holder demonstrate?

- Effectively deputises for the line manager in his/her absence.
- Able to consult with the parents/named carers to establish and agree their immediate requirements and perceptions of the service in order to ensure its continuous improvement.
- Provides clear direction for direct reports taking account of their behaviour and implements regular work reviews evidenced through the appropriate school documentation.
- Demonstrates the ability to carry out effective annual performance reviews of direct reports.
- Ability to co-ordinate a number of activities and projects.
- Responds to complex queries.
- Positive feedback from parents/named carers on the provision of the service.