**Job Profile**

**Job title**: S.H.I.P After school club Supervisor

**Location**: Fairview School, Perth

**Responsible to:**  Service Coordinator, General Manager & Trustees

**Responsible for:**  Children, young people, volunteers and all after school staff

**Job Type:** Part time, term time only – Fixed term till 30th June 2021

**Hours of work:** 10 hours per week (Wednesday and Thursday 2.30 – 5.30 plus 4 hours flexible hours for planning)

**Rate of pay:**  £11.00 - £11.50 per hour depending on experience

S.H.I.P run after school activities for children and young people (5-18years) with Additional Support Needs and physical and sensory disabilities. The club runs term time and offers children an extensive & varied programme to ensure that they are included and having fun after school. We are looking for a great team player who is passionate about the inclusion of all children. We require someone who understands the importance of play and fun in young people’s lives.

**Job Summary**

The Supervisor with the assistance of the practitioners and volunteers, will be responsible for up to a maximum of 20 children with additional support needs per day during the term time. They will also be responsible for the overall planning, day to day organisation and running of the service and the safety and wellbeing of all staff, volunteers and service users.

**Key Responsibilities**

As a Supervisor you will have responsibility for the organisation of day to day operations including planning of the service, providing flexible childcare to children with a range of additional support needs aged 5-18.

You will:

* Ensure the provision of high quality care and a comprehensive range of appropriate stimulating and creative activities.
* Have a good understanding and experience of working with children with additional support needs and be able to implement and carry out strategies to promote positive behaviour.
* Be expected to work closely with the staff to promote play opportunities and experiences within a safe and inclusive environment in a registered childcare service.
* Be responsible for co-ordinating outings in the local community which are appropriate to the needs and interests of the children.
* Have the ability to maintain planning and organisation and effective working relationships with children, parents and carers and other professionals to ensure the effective delivery of services.
* Have the supervisory skills required to manage a team of play practitioners, play workers and volunteers with excellent communication skills to motivate and engage with staff and children.
* Ensure all volunteers are motivated and supported in the delivery of the service and provide guidance where necessary.
* Ensure that volunteers comply with the requirements of their role as per policy and procedure.
* Be responsible for administering medication, carrying out personal care and dealing with any first aid or other incidents which may arise.
* Be responsible for handling any child protection concerns and reporting them to the service manager.
* Ensure all aspects of regulations and guidance are met. Comply with and promote adherence to policies and procedures relevant to role.
* Have regard for the duty of care of information (with particular reference to the General Data Protection Regulation 2018) gained during the course of your employment.
* Keep attendance registers and record any other relevant information.
* Collect any financial records or receipts relating to the services.
* Handle petty cash.

A flexible approach to working conditions will be required for this post. The working hours will be 8 hours per week term time (2.30 – 5.30 Wednesday and Thursday plus 4 hours).

**Qualifications and Training**

The successful candidate must have one of the following qualifications:

* SVQ Level 3 in Social Services (Children & Young People)
* HNC Early Education and Childcare
* NNEB
* SVQ Level 3 Playwork
* SVQ Level 3 Care Learning & Development

And either hold or be willing to work towards the BA in Childhood Practice within 5 years.

It would be preferable for the successful candidate to hold current training certifications in First Aid, Moving and Handling, Epilepsy first aid and child protection. They will be supported to access further training.

As part of our safer recruitment measures, S.H.I.P. carries out rigorous checks on the right to work in the UK, qualifications, employment history, including references, and fitness to undertake the post. The successful candidate will be required to register with the SSSC and PVG scheme.

PERSON SPECIFICATION

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|  | Essential | Desirable |
| Qualification in childcare or relevant field in line with SSSC requirements |  |  |
| Experience in either paid or voluntary work with children or adults with additional support needs |  |  |
| Previous experience of management |  |  |
| Excellent communication skills |  |  |
| Ability to use initiative and work autonomously |  |  |
| Ability to work as part of a large team |  |  |
| Ability to work in partnership |  |  |
| Ability to plan, coordinate and organise |  |  |
| Knowledge of completing, implementing and evaluating risk assessments |  |  |
| An excellent understanding of child protection procedures and legislation |  |  |
| Experience in promoting positive behaviour strategies |  |  |
| Ability to maintain high standards of record keeping and administration |  |  |
| Trained in Moving and Handling |  |  |
| Trained in First Aid |  |  |
| Trained in Epilepsy First Aid |  |  |