



Job Description

After School Club Practitioner

Positive Action in Recruitment

The new positive action legal provisions mean that it is not unlawful to recruit or promote a candidate who is of equal merit to another candidate, if the chair of the recruitment panel reasonably thinks the candidate has a protected characteristic that is underrepresented in the workforce; or that people with that characteristic suffer a disadvantage connected to that characteristic.

Manchester Settlement is currently underrepresented by staff who are:-

- Men
- Disabled
- Non White British
- LGBTQ+

Pay £12.62 per hour plus a supplement in lieu of proportionate annual leave allowance – equivalent pay = £14.45 per hour	Line Manager: After School Club Leader
Hours: 17 Hours per week 38 weeks per year contract 2.45pm – 6pm Monday to Thursday 2pm – 6pm Friday	Period of contract: Permanent
Location: On site Manchester Settlement Collecting children from a local school Activities at local parks	Main stakeholders: Children and Parents

Purpose of the post:

The After school club provides wrap around childcare supporting working families, students and families who are seeking extra curricular activities for their children.

We are seeking a dedicated and enthusiastic After School Club practitioner to join our team. The ideal candidate will be responsible for providing a safe, fun and engaging environment for children aged 3 to 11 years old after school between 2.45pm and 6pm Monday to Friday during school term time. Activities are play based and support children's learning, confidence and social skills.



You will care for a group of children supporting their wellbeing
Plan and deliver a variety of activities that promote the social, emotional, and physical development of the children in our care.
You will be part of a team ensuring that our OFSTED standards and regulations are always met

Project Description

The main things you will be asked to do in this role:

Key Responsibilities:

- Supervise and ensure the safety of all children in the after-school club on and off site
- Collect children from school and liaise with school staff
- Plan and implement a range of activities, including arts and crafts, sports, games, and educational projects.
- Foster a positive and inclusive environment where all children feel valued and respected.
- Safeguard children and report all concerns in line with the After school club policies
- Communicate effectively with parents and guardians about their child's progress, messages from school and any concerns.
- Maintain accurate records of attendance and any incidents/accidents.
- Ensure the club environment is clean, organised, and well-maintained.
- Adhere to all health and safety regulations, childcare and organisation policies including risk assessing activities and equipment
- Prepare snacks and supervise meal times

Qualifications:

- Not essential, a relevant level 2 or 3 childcare qualification is desirable

Essential

- Strong communication and interpersonal skills.
- Ability to work as part of a team and independently.
- Patience, creativity, and a genuine passion for working with children.

General asks of everyone that works as part of the Manchester Settlement Community Team

- Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.
- Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.
- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

Our charitable purpose, strategy and values

The Manchester Settlement Team is vital in achieving the charity's purpose:
CREATING STRONGER COMMUNITIES TOGETHER



It is vital that all of our team understand, live and breathe our values in everything they do.





Person Specification

After School Club Practitioner

The ideal candidate for this role will be someone who..

- is passionate about children having 'the best start in life'
- is patient
- has a nurturing and caring nature
- is creative and imaginative
- has previous experience working with children, preferably in a similar setting.
- has a relevant qualification in childcare or education

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

Essential – These are things which are necessary for you to be considered for this role:

- Able to demonstrate excellent communication skills, have good spoken and written English and the ability to interact well with adults and children.
- Able to demonstrate the ability to work as part of a team
- Able to demonstrate a passion for childcare
- Able to demonstrate an excellent work ethic.
- Able to demonstrate correct use of English when supporting children's learning
- Able to support children on guided walks between local settings
- Able to support children in indoor and outdoor games and activities
- Able to work in a team setting
- Able to use our IPAD software for recording child attendance and development
- Able to commit to learning and development opportunities around supporting children
- Knowledge of the requirements to safeguard children

Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:

- Able to use Microsoft computer packages and other software
- Able to plan and deliver creative activities for children
- Able to demonstrate good organisational and time management skills
- Knowledge and understanding of equal opportunities good practice with children and families
- Knowledge of child development
- Experience delivering sports/ outdoor play activities
- Able to demonstrate functional skills in maths and English



- Knowledge of the basics of OFSTED requirements for After School Club provision
- Knowledge of childcare and development as evidenced through a formal level 2 qualification
- Ability to communicate in languages other than English
- Experience following risk assessments to ensure the delivery of safe activities

Working with Manchester Settlement

As a member of the Manchester Settlement team you will also benefit from:

- Membership of Health Assured – Employee Assistance Programme.
- Ongoing professional development.
- Cycle and tech loan schemes.

For more information on the work that we do please visit www.manchestersettlement.org.uk

SUPPORTER

