

Job Description

OUT OF SCHOOL ACTIVITIES CO-ORDINATOR

Service:	Children and Young People
Job Title:	Out of School Activities Co-ordinator
Responsible For: (through line management structure)	Out of School Activities Assistant, Play and Youth Scheme Supervisors and Volunteers
Responsible To: (through appraisal process)	Head of Service
Job Purpose:	To co-ordinate the range of after school, weekend, holiday and youth activities delivered through the out of school activities service .
Job Context:	White Lodge Centre is an independent voluntary organisation working with children and adults with disabilities. All staff must adhere to its agreed aims and objectives.

White Lodge Centre General Employment Policies

1. To work within the context of all the organisations policies and procedures.
2. To work in a way consistent with the principle of equal opportunities, giving each person practical skills and social status that are valued within their communities, ensuring anti-racist and anti-sexist work practices which promote anti-discriminatory attitudes and behaviour.
3. To be aware of and sensitive to the impact of class, gender, race and prejudice on attitudes, professional relationships and professional judgement and be willing to intervene.
4. To maintain confidentiality at all times and to ensure respect for, proper observance of and adhere to the organisation's confidentiality policy for all staff.
5. To ensure all relevant aspects of Health and Safety requirements are known and adhered to, ensuring the health and safety of staff and volunteers at all times.
6. To undertake any other duties which are consistent with the post.
7. This job description is subject to periodic review and it is expected the post holder will contribute to the active development of the role as the needs of the organisation alter and to be available and willing to undertake training as appropriate.

Out of School Activities Co-ordinator: Accountabilities and Tasks

Main Duties:

Legislation / Health and Safety

1. Ensure that all practice is in line with White Lodge policies, procedures and standards and those monitored by OFSTED
2. Keep clear, accurate and up-to-date records and ensure they are filed correctly and securely.
3. Ensure that all equipment and materials comply with current safety checks.
4. Ensure that staff and volunteers are aware of their responsibilities regarding Health and Safety.
5. Ensure that risk assessments are undertaken and any risk is eliminated.
6. Ensure staff and volunteers have access and have read relevant policies and procedures to all childcare and Health and Safety practice

The Young Person and their Family

1. Send out information to families relating to each scheme.
2. Collate, sort and file children and young people's All About Me documents and other related information.
3. Ensure all files on children are shared amongst staff and that all care plans are completed before children's attendance.
4. Keep a register of all young people including their planned and actual attendance for each scheme.
5. Ensure that alternative communication tools are available.
6. Work with families and practitioners to provide a co-ordinated service, attend the Referral and Planning meeting, reviews and Team Around the Child Meetings.
7. Have systems in place for stakeholder feedback.

Service Specific Tasks

1. Visit the schemes and where necessary provide cover in the absence of staff.
2. Monitor the service usage and gather information for grant reports
3. Work within an agreed budget, monitor monthly and attend budget meetings
4. Oversee and maintain the inventory of equipment for each scheme.
5. Oversee the implementation of the activity programme ensuring that equipment and resources are available to support this and that Early Years Foundation Stage is integrated into the activity programme for younger children.
6. Evaluate the effectiveness of the service and implement changes as necessary.
7. Ensure provision of schemes scaffold children's development of the EYFS framework
8. Encourage communication between staff, children and parents to identify needs of developing the service.
9. Reflect upon schemes and identify means of improvement

Staff and Volunteer Support, Training and Development.

1. Supervise staff and volunteers.
2. Coordinate training opportunities for staff and volunteers
3. Keep staff and volunteers informed of forthcoming training and events.
4. Chair staff meetings.
5. Be involved in the development of training. offer dates and monitor performance
6. Keep a register of all staff and volunteers including their planned and actual attendance for each scheme.
7. Record hours worked by staff in preparation for payment. And sign off pay sheets
8. Maintain the quality standards of White Lodge Centre and external bodies.
9. Allocate staff and volunteers to schemes in reflection of their skills and needs of children
10. Ensure contracted staff have regular supervisions and you meet annually for appraisals

Out of School Activities Co-ordinator: Personal Requirements

Qualifications

1. NVQ level 5 or equivalent in an appropriate qualification.
2. Good standard of written and verbal English
3. Knowledge of Play work practice and Principles
4. Trained in safeguarding and child protection
5. Knowledge of the early year's foundation stage
6. Minimum 3 years' experience of working with children

Skills / Knowledge Required for the Role

1. Knowledge of IT, fluent ability to use word, excel and outlook.
2. Understanding of the Early Years Foundation Stage and play work principles
3. Knowledge and understanding of the issues involved in providing leisure opportunities for disabled young people.

Skills / Personal Qualities Required for the Role

1. A desire to ensure disabled children / young people have access to the same opportunities as others.
2. Excellent organisational skills and interpersonal skills.
3. Ability to lead and motivate staff.
4. Attention to detail.
5. Commitment to personal development.
6. An ability to work under pressure and remain calm in a crisis.
7. A requirement to work flexibly, including evenings and weekend.
8. Able to plan new and fun leisure activities
9. Provide play to achieve development goals
10. Outgoing, positive and enjoy being in a creative role