

Erskine Stewart's Melville Schools



After School and Holiday Club Team Leader at Ravelston

Purpose of Job

The ASC/HC Team Leader at Ravelston works effectively to lead the service provision daily with the Practitioner team, in consultation with the ASC/HC Deputy Manager and Manager at Ravelston.

Accountability

The ASC/HC Team Leader at Ravelston is accountable to the ASC/HC Deputy Manager and Manager at Ravelston and, through her, to the e-Plus Manager.

Authority and Direct Reports

The ASC/HC Team Leader has authority as delegated by the ASC/HC Deputy Manager and Manager at Ravelston and promoted staff.

Key Relationships

The ASC/HC Team Leader works closely with the ASC/HC Deputy Manager and Manager at Ravelston, team members and other staff within the department.

The Post:

Key Responsibilities:

Vision and Values

- Promotion of ESMS values of Kindness, Confidence, Resilience, Integrity, and Curiosity in all aspects of the role
- Promotion of role modelling behaviours that align with the three school pillars of Ambition, Innovation, and Community
- Fostering an environment that supports the development of these values among students and staff

Working with Others

- Compliance with all ESMS policies and procedures
- Treating people fairly, with dignity and respect to maintain a positive school culture
- Ensure effective planning, delegation and support of responsibilities
- Developing a culture of high expectations for all and taking action when performance

does not live up to these

- Taking responsibility for personal development, both personally and of team members.

Community

- Positive relationships with parents and the wider ESMS community
- Communicating clearly with parents and carers to engender a climate of mutual respect

Safeguarding

- Adhering to the principles and guidelines of “Getting It Right For Every Child” (GIRFEC) to ensure every child receives timely and appropriate support with their welfare as paramount.

Supporting the leadership of the Schools/ Duties and Responsibilities

- In conjunction with the Deputy Manager, take day-to-day responsibility for the room teams and to ensure that the children have consistent high-quality care.
- To support the Practitioners and lead a creative programme of activities which are well planned, documented and evaluated.
- To monitor the environment and resources used by the children and to work in advance of the children arriving to ensure that the environment is safe.
- To support, supervise and mentor Practitioners on a day-to-day basis.
- To contribute to the development of the ASC/HC environment.
- To ensure open communication between immediate team members and all staff within ASC/HC.
- To support individual and groups of children on a daily basis.
- To supervise groups of children and staff on outings.
- To ensure equal opportunities for all children.
- To adhere to Junior School policies and procedures and to ensure the safety and wellbeing of the children and, where appropriate, the environment for children and staff.
- To liaise with the ASC/HC Deputy Manager at Ravelston on a daily basis to ensure open communication and to pass on relevant information or issues regarding individual children or staff.
- In the event of staff absences during term time, to work closely with the ASC/HC Deputy Manager and Manager at Ravelston to support children and staff.
- To be willing to attend mutually agreed Open Days, Welcome Mornings and Parents’ Evenings.
- To understand the duties and obligations of employees under the Health and Social Care Standards and the Scottish Social Services Council (SSSC).
- To attend organised staff INSET training.

Person Specification

	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working with children 	<ul style="list-style-type: none"> • Knowledge of Microsoft 365 • Experience of managing staff
Education/Qualifications	<ul style="list-style-type: none"> • Playwork or Early Years qualification or equivalent 	
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Team player who relates well to others • Ability to multi-task and prioritise own workload with good attention to detail 	
Personal Attributes	<ul style="list-style-type: none"> • Kind and enthusiastic person who puts the interests of the children first • Responsible and well organised • Demonstrates and committed to the values of ESMS. 	

Personal Qualities

- Boundless energy and resilience to allow challenges to be viewed as opportunities
- Dealing with every situation calmly and professionally
- Strong commitment to seeing and bringing out the best in children
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- The highest level of personal integrity

Development of Self and Empowerment of Others

- Appreciates the impact of change on the school and individuals
- Challenges, influences and motivates others
- Nurtures professional interpersonal relationships with staff and students
- Develops individuals' capabilities
- Empowers and sustains an effective team
- Uses courage, care and curiosity to deal with conflict.

REMUNERATIONS AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

The post	This is a permanent, part-time position available from November 2024 (subject to satisfactory pre-employment checks).
Hours of Work	The hours of work will be part-time and will differ between term time and holidays. During term-time you will work Monday – Friday 1.30pm - 6.00pm, a paid working week of 22.5 hours. During holiday periods, you will work 26.25 hours per week Monday to Friday on a rota basis to be agreed with the ePlus manager.
Salary	Salary will reflect qualifications and relevant experience. The salary range is £17,879 to £19,459 per annum, which is point 21-24 on the e-Plus Practitioner (Qualified) salary.
Holiday	Annual entitlement is to 25 days holiday leave plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.
Location	The postholder will be based on the Ravelston site.
Eligibility	ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.
Pension	Candidates will be enrolled automatically/entitled to be enrolled into the Merchant Company Stakeholder Pension Scheme.
Staff Benefits	Staff are offered a range of benefits including: use of the Schools' swimming pool and fitness room outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations, as well as access to our EAP provider, Care First.

The closing date for applications is 12pm on Friday 25 October 2024. We anticipate interviews will be held at the end of week commencing 28 October 2024.

