



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	<ul style="list-style-type: none"> • After School and Holiday Club Team Leader
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Location: the postholder will be based at the Ravelston site. • Contract Type: Permanent • Hours of Work: During term time, your hours of work will be Monday to Friday, 1:30pm to 6pm, a paid working week of 22.5 hours. During holiday club, your hours of work will be 26.25 hours per week which will be agreed on a rota basis. • Grade: The After School and Holiday Club Team Leader will be placed on the ESMS Support Staff Salary Scales within the range of point 21 – 24 which is equivalent to a range of £17,879 to £19,449 pro-rated per annum. Remuneration is dependant on skills and experience. • Holiday Entitlement: 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.

ROLE DETAILS	
PURPOSE OF THE ROLE	The After School and Holiday Club Team Leader at Ravelston works effectively to lead the service provision daily with the Practitioner team, in consultation with the After School and Holiday Club Deputy Manager and Manager at Ravelston
ACCOUNTABILITY	The After School and Holiday Club Team Leader at Ravelston is accountable to the After School and Holiday Club Deputy Manager and Manager at Ravelston and, through her, to the e-Plus Manager.
AUTHORITY	The After School and Holiday Club Team Leader has authority as delegated by the After School and Holiday Club Deputy Manager and Manager at Ravelston and promoted staff.
RELATIONSHIPS	The After School and Holiday Club Team Leader works closely with the After School and Holiday Club Deputy Manager and Manager at Ravelston, team members and other staff within the department.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> - 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.
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	<ul style="list-style-type: none"> - 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.
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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. 	