

# ESMS JUNIOR SCHOOL



## After School and Holiday Club Practitioner

### Purpose of Job

The After School and Holiday Club Practitioner provides full care for children who attend the After School Club and Holiday Club.

### Accountability

The After School and Holiday Club Practitioner is accountable to the ASC/HC Deputy Manager and Manager through her, to the e-Plus Manager.

### Authority and Direct Reports

The After School and Holiday Club Practitioner has authority as delegated by the ASC/HC Deputy Manager and Manager at Ravelston and promoted staff.

### Key Relationships

The After School and Holiday Club Practitioner works closely with the other After School and Holiday Club Practitioners and other staff within the school community.

### 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
- Working in collaboration with other independent schools to promote effective initiatives and share good practice.

### Learning

- Leading a culture of challenge and support to allow every student to be the best they can.

### 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

- Providing full care for children who attend the After School Club and Holiday Club
- Supervising and interacting with individuals and groups of children on a daily basis
- Preparing and organising resources for each day’s activities to provide a play environment for the children which provides high quality care, relaxation and fun
- Liaising with parents on a daily basis
- Taking an active part in the planning and evaluation process and accepting responsibility for the preparation of activities and tasks
- Ensuring that the play area is safe for the children’s use and is tidied appropriately at the end of the day
- Supervising groups of children on outings

### Person Specification

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> </ul>	
<b>Education/Qualifications</b>		<ul style="list-style-type: none"> <li>• Playwork or Early Years qualification</li> <li>• Interested in working towards a recognised Childcare qualification for registration with the Scottish Social</li> </ul>

		Services Council (SSSC)
<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• Team player who relates well to others</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft 365</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Kind and enthusiastic person who puts the interests of the children first</li> <li>• Responsible and well organised</li> <li>• Demonstrates and committed to the values of ESMS.</li> </ul>	

### **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 students
- A desire for fairness, dignity, and respect in every interaction
- Excellent oral and written communication skills
- Excellent self and time-management skills
- Active listening
- The highest level of personal integrity
- Ability to deliver constructive feedback.

### **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
- 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.

<b>The post</b>	This is a permanent, part time position available immediately (subject to satisfactory pre-employment checks). It would be desirable if the applicant can work 5 days, Monday- Friday, however they will still be considered if they can work 4 consecutive days.
<b>Hours of Work</b>	The hours of work will be part-time and will differ between term time and holidays. Hours of work will be between 1.30pm and 6.00pm or 3.00pm and 6.00pm (depending on site) Monday to Friday during term time and on a rota basis (26.25 hours) during holiday periods. A degree of flexibility is required in this role.
<b>Salary</b>	Remuneration will be dependent on qualifications and experience. Unqualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 8-11 (£11.44 - £11.79 per hour). Qualified After School and Holiday Club Practitioners will be paid on ESMS e-Plus Scale point 13-16 (£12.56 - £12.95 per hour).
<b>Location</b>	Employee will be based at either Queensferry Road or Ravelston site.
<b>Eligibility</b>	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.
<b>Pension</b>	Candidates will be enrolled automatically/entitled to be enrolled into the Merchant Company Stakeholder Pension Scheme.
<b>Staff Benefits</b>	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.

**ESMS reserves the right to withdraw this vacancy at any time.**

**This is an open vacancy, and interviews will be conducted as applications are shortlisted.**