



# PORT·REGIS

## Nursery & Pre-Prep After School Club Leader

Port Regis is one of the country's leading co-educational day and boarding schools for children aged two to thirteen. A school in which tradition and innovation have gone hand in hand for more than a century, we provide a thoughtful, rounded education that enables children to thrive. This education goes well beyond our beautiful buildings and outstanding facilities – it is rooted in our culture and values.

### Role Profile

We are seeking to appoint an After School Club Leader to manage our Pre-Prep After School Club provision for children in Nursery (from aged 2 years 9 months) up to Year 2. The successful candidate must have a level 3 early years qualification.

You will work closely with the Head of Pre-Prep and Pre-Prep team, providing an exciting and engaging After School Club provision. Applications are invited from candidates who are forward-thinking and big-hearted, who model great drive and enthusiasm.

### Remuneration and Benefits

The successful candidate(s) can expect:

- Competitive salary, pension and holiday benefits.
- An employee assistance programme with extensive support in relation to wellbeing and wellness, finance and legal, work and personal issues, as well as a wide range of rewards and discounts.
- Complimentary use of the School's staff gym and Sports Centre.
- Delicious meals in our Dining Hall during term time.
- To join a delightful team and exceptional working environment.

### Hours of Work

After School Club runs from 15.30 to 18.00 on Monday to Thursday and 15.30 to 17.00 on Friday. The successful candidate will be required to work on Mondays from 15.30 to 18.00. We can be flexible around any additional After School Club sessions the successful candidate is able to offer. Ideally they would offer more than one session, and could offer up to five, but there is some flexibility here. Please specify your preferred number of sessions and days in your covering letter. There will be some preparation/administration time required for the role but this can be worked flexibly/remotely if preferred.

### Start Date

September 2023

## Job Description

Reports to: Head of Pre-Prep

- Co-ordinate the planning, preparation and supervision of After School Club activities.
- Ensure the delivery of a high quality After School Club provision.
- Ensure that the After School Club provides a welcoming, safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- Liaise with parents as necessary.
- Ensure appropriate support for any children with learning support needs in conjunction with our SENDCo.
- Ensure staff/child ratios are adhered to at all times.
- Work with colleagues and other professionals to share good practice and knowledge. Attend courses and in-service training to keep up to date with developments in best practice.
- Attend to the personal care of children following school policy.
- Hold an up to date paediatric first aid qualification at the required level and administer first aid or comfort to children when necessary.
- Tidying and clearing up after activities.
- Co-ordinate the planning and delivery of a Nursery assembly termly.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Maintain positive and effective communication with all members of the Port Regis community including pupils, staff, parents and Old Port Regions (OPRs); external users; the local community; and outside agencies.
- Ensure the reflection of Port Regis' values in all communications.
- Work with the Head of Pre-Prep and Head of Marketing to promote the School.
- Safeguarding and compliance with our Child Protection Policy.
- Ensure compliance with data protection and health safety legislation and school policies and procedures.
- Adhere to the school's policies as contained in the Staff Handbook.
- Any other duties as required.

## Person Specification

### *Essential*

- A commitment to promoting and safeguarding the welfare of children
- A level 3 early years qualification
- A commitment to, and ability to deliver, an exciting and engaging After School Club provision
- Excellent behaviour management and pastoral care
- Excellent communicator (verbal and written) and ability to develop strong links with children, parents and colleagues
- Excellent ICT and organisational skills
- Patience and a sense of humour
- Flexible and calm under pressure
- A collaborative team player

### Application Procedure

If you feel you can meet the requirements of the post, I would be delighted to hear from you. Please complete the application form linked with this advert and send it, along with a covering letter, to our HR Manager, Mrs Geraldine White at [hr@portregis.com](mailto:hr@portregis.com) or via post to Port Regis, Motcombe Park, Shaftesbury, Dorset SP7 9QA at your earliest convenience and to arrive **before 08.30 on Monday 12 June 2023**. **Early applications are encouraged**. Please read the Explanatory Note and Child Protection & Safeguarding Policy in conjunction with your application.

### Diversity and Inclusion

Port Regis is committed to equality, diversity and inclusion. We encourage applications from a diverse range of suitably qualified candidates, including candidates wishing to work flexibly or requiring reasonable adjustments.

Titus Mills  
Headmaster

Note: The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the school's Child Protection & Safeguarding Policy at all times. If, in the course of carrying out the role, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.