



CAMPBELL  
COLLEGE

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# Campbell College Junior School

## After School Leader

At Junior School, we aim to provide the highest quality and most unique learning experience for boys. Our young Campbellians are at the heart of all we do, and they are challenged to be the best they can be.

All members of staff are encouraged to be reflective practitioners; their continuing professional development is the key to ensuring the highest quality of learning and teaching at Junior School.

After-School provision is greatly valued by our Junior School & Kindergarten parents. It is in operation from Monday to Friday during term-time, until 5.30pm each day.

Further information may be obtained on the College website: [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk)

### Information about the Appointment:

The After-School Leader will be responsible for assisting with the leadership and management of the wrap around care provision for Junior School and Kindergarten pupils during the period outside normal school hours.

- **Commencement of Service:** December 2021
- **Hours of Work:** 1.30pm - 6.00pm (*term-time only*)
- **Salary:** In the region of £14,553 per annum dependent on qualifications and experience
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## **Main Duties and Responsibilities**

The post holder will assist the Head of Junior School with:

- the leadership and management of our After-School provision;
- monitoring and evaluating the quality of provision to identify improvement priorities;
- ensuring compliance with the Department of Health's Minimum Standards for Childcare;
- be aware of and comply with all school policies and procedures;
- planning and delivering a stimulating and varied daily programme of activities;
- identifying staff training needs and facilitating training opportunities;
- ordering and maintaining equipment and resources;
- maintaining accurate records of pupil and staff attendance;
- promoting the positive management of pupils' behaviour;
- building a positive partnership with parents;
- taking a lead role in promoting and supporting pupils and staff safety and well-being;
- administering First Aid as necessary.

Precise duties will be determined by the Head of Junior School, commensurate with the level of the post.

### **Personal Skills & Qualities:**

- Committed and enthusiastic
- Caring and patient
- Able to use own initiative
- Effective organisational and time management skills
- Effective communication skills
- Effective interpersonal skills

## **Criteria for the Appointment**

(a) Essential Criteria:

- Hold a relevant qualification:

At least a QCF Level 5 Diploma in Child Care, Learning and Development or Playwork; or a relevant occupational qualification in early years' education, social work, nursing, teaching or health visiting.

(b) Desirable Criteria:

If there are more applicants for this post who meet the essential criteria than it is possible to invite for interview, the selection panel responsible for making the appointment will draw up a short-list using one or more of the following additional criteria:

- Have at least 2 years' experience of working with children in a childcare/educational setting
- Experience of leading and managing staff in a child care setting
- Hold a current First Aid Certificate
- Hold a Food Hygiene Certificate

The Panel reserves the right to enhance these criteria, when short-listing.

Application forms and monitoring questionnaires are available to download from the Campbell College website at [www.campbellcollege.co.uk](http://www.campbellcollege.co.uk) and should be returned to the Head of Junior School electronically via [info@campbellcollegejs.belfast.ni.sch.uk](mailto:info@campbellcollegejs.belfast.ni.sch.uk).

The deadline for receipt of applications is **12 noon on Wednesday 15<sup>th</sup> December 2021**.

For those who are short-listed, an interview will take place as soon as possible after the closing date.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/or a negative police and criminal records check, if made, will also disqualify an applicant.

Posts involving work in educational institutions are subject to the provisions of the *Safeguarding Vulnerable Groups (NI) Order 2007*. The successful applicant will require an enhanced disclosure check. Further details will be issued if an offer of employment is made.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

*Campbell College is an equal opportunities employer.*