



DAVENIES

After-School Club Leader



3:00pm – 6:00pm

Monday to Friday during Term-Time (34 weeks a year)

The School

Davenies is a thriving IAPS day school for boys aged 4-13. Our ethos and philosophy enable the boys to make the most of their preparatory years, supported by high quality pastoral care, a broad and stimulating curriculum and numerous extra-curricular opportunities.

Davenies has its own distinct character and from their earliest years children are encouraged to relish the learning experience.

We are committed to an education both in and out of the classroom, thereby enabling the academic, artistic, musical, creative and physical potential of each child to flourish. This school is a warm, caring and happy one, where self-esteem is nurtured and grown; we believe that by fostering a wide range of interests and passions we provide the boys with every opportunity to develop in confidence. Our high quality teachers have an excellent track record of preparing children for life at the country's leading senior schools and beyond.

Enterprises such as the unique Davenies Award Scheme and the permeation of technology in our teaching and learning ensure we offer a truly independent educational experience.

At Davenies, our outstanding facilities support us in providing a positive learning experience with our own language of learning that nurtures each boy's understanding of how he learns. Davenies' boys are polite and friendly with their own individual characters, personalities, passions and interests.

Aims of the School

Davenies' vision is to engage, inspire and challenge.

Davenies' mission is to ensure that every boy experiences a breadth of educational opportunities, encouraging and cultivating a lifelong eagerness for learning, whether academic, creative, artistic or sporting. We encourage the boys to discover their own passions and talent, to develop determination and resilience, to reach their potential, and to become mindful and thoughtful individuals, with a strong sense of service, responsibility and community.

Davenies' aims are:

- To offer academic excellence alongside an extensive educational experience
- To deliver contemporary and highly skilled teaching approaches whilst embracing traditional values
- To provide a vibrant, caring and inclusive environment to which all boys contribute and within which they thrive

Fundamental to this is our understanding of boys and how we approach their learning, whilst never losing sight of each boy as an individual.

Davenies' ethos underpins our vision to engage, inspire and challenge:

- By engaging, we develop curious, reflective and enthusiastic thinkers
- With inspiration, we nurture motivated and ambitious learners
- Through challenge, we cultivate courageous and determined characters

Davenies' spirit provides the stepping stones that develop courteous, confident, thoughtful and independent young men, and supports our school's motto, *singulus pro fraternitate laborans* – each striving for the good of all.





After-School Club Leader

The School is looking for an enthusiastic After-School Club Leader (Flop Club Leader) with excellent communication skills to work within our busy and energetic Pre-Prep Department. This is a part-time position to start as soon as possible.



How to Apply

To apply for this position, please submit a Davenies' Support Staff Application Form with a cover letter for the attention of Mrs Deborah Battersby, Head of Pre-Prep. Applications should be sent via email to Ms Joanne Cook HR Manager (hrmanager@davenies.co.uk) or by post.



DAVENIES

Flop Club Leader

Job Description & Person Specification

The Flop Club Leader will lead and run the After School Club for boys in the Pre-Prep aged 4 - 7 years.

Scope of Role

This role provides care and supervision to boys from Reception to Year 2 at our after-school 'Flop Club'. The Leader is expected to work closely with parents, teaching staff and support staff to ensure seamless and continuous care is provided to the boys. Hours: 3:00 - 6:00pm Monday – Friday, term-time only.

The main areas of responsibility are:

Duties

- To lead the daily routine of the After School Club including managing ideas and planning activities
- To produce and maintain the termly list of boys staying for After School Care and keep Pre-Prep staff up to date
- To maintain a daily register and provide attendance records to the Finance Office for termly billing
- To lead, inspire and direct a small team of staff employed to assist with After School Care
- To take responsibility for the After School Care Club's play resources and consumables (budget will be held by Head of Pre-Prep)
- To undertake any other duties that the Head of Pre-Prep may reasonably require, in order to facilitate the efficient administration of the After School Club

Pastoral

- To look after the well-being and pastoral needs of the children in the After School Club
- To respond to poor behaviour in line with the School's policies and to refer any disciplinary issues immediately to Head of Pre-Prep
- To inform the Form Teacher or the Head of Pre-Prep of any significant observations or developments regarding any pupil

Qualifications & Training

To undertake and maintain current training in:

- Paediatric Emergency First Aid
- CPR and Automated External Defibrillator

The After School Club Leader will be expected to attend relevant sessions during InSeT days.

- The candidate should have previous experience of working with young children
- The candidate should have attained NNEB/Level 6 Diploma in Childcare and Education or equivalent qualification.

Departmental

- To work under the overall direction of the Headmaster and to be accountable in the first instance to the Head of Pre-Prep
- To liaise and cooperate with parents, staff and others involved in the smooth, effective, safe and secure operation of the School

Working Time

- 3:00-6:00pm, Monday – Friday in term time
- 4 weeks plus one day paid statutory holiday (to be taken during school holidays)
- Pay scale of Pay £10,000 - £11,000 gross per annum depending upon qualifications and experience

Benefits

- A generous employer contribution towards an Aviva pension scheme specifically for independent schools.
- Our talented catering team ensures that staff enjoy complimentary healthy and balanced meals every day.
- Fee remissions are available for teaching staff.
- We are able to provide childcare voucher provisions.
- Onsite car parking facilities are available.
- We place great emphasis on staff wellbeing and morale and we firmly believe in work/life balance for everyone at Davenies. Social events for staff take place throughout the year.
- We provide iPads to all our staff to support teaching and learning.
- Personal Accident and Emergency Dental cover, including access to a healthcare helpline and individual counselling services.
- We pride ourselves on encouraging and supporting our staff with access to regular Continuing Professional Development courses and training.

Person Specification

Qualifications and Knowledge

- The candidate should have previous experience of working with young children
- The candidate should have attained NNEB/Level 4 Diploma in Childcare and Education or equivalent qualification.

Competences and Qualities

- We are looking for an individual who is an enthusiast
- The individual should have a sense of humour and be approachable
- It is expected that the individual will plan activities for the boys
- The individual will be expected to lead other staff members
- The individual will be expected to encourage an atmosphere of mutual respect when dealing with boys, staff and parents
- The individual must be an excellent communicator – with children and adults alike
- The individual must be able to work as part of the School's team
- The individual has to enjoy working with children, to be able to form and maintain appropriate relationships and personal boundaries with children
- The ability to use ICT.