

STORY CLUB LEADER - JOB DESCRIPTION

RESPONSIBLE TO - Executive director

KEY RESPONSIBILITIES

Plan and deliver a weekly 2/3 hour supervised STORY CLUB for SLCN/ASN children, providing engaging story-focused language and literacy building opportunities designed around Mightywriter and/or Big Book.

Create a fun environment which encourages children's social communication, oracy and literacy skills.

Work with the SLCO team to ensure that a continued high standard of provision is in place that meets the needs and aspirations of the programme.

Support other clubs that run as part of local programmes – to be discussed.

DUTIES

1. Key involvement in the design and running of sessions overseeing activities of children ensuring that they are undertaken in a safe and effective manner and that relevant policies and procedures are adhered to.
2. To establish good working relationships with staff, CYP and parents. On occasions act as first point of contact for parents to answer or refer enquiries providing accurate and timely responses to enquiries.
3. Support children who face barriers to learning – displaying empathy, trust and rapport.
4. Ensure registration and monitoring information is collected and data entry completed as required
5. To contribute to the planning and preparation of activities including the organisation & clearing of the facility at the end of the session
6. To assist in the care, maintenance etc of club resources ensuring any faults or problems are reported.
7. To assist in the preparation, serving & clearing away of snacks.
8. To provide where appropriate basic first aid and record any incidents according to SLCO policy and procedures.
9. To communicate concerns and information to SLCO director/administrator and/or other staff as appropriate.
10. Responsible for the monitoring and evaluation for the club, helping SLCo seek feedback
11. Regularly identify and share feedback/ stories with the Communications Assistant
12. To ensure children are handed over to parents/carers at the end of the day in accordance with procedure.
13. Assist with management reviews and attend meetings as required.
14. Liaise and help to support Club assistants.

GENERIC TASKS

1. Act responsibly and within SLCO policies taking a positive approach to service delivery.
2. Identify opportunities for improvement in service delivery and implementing and evaluating changes, where required.
3. Undertake appropriate training for Mightywriter; identify ongoing learning/training opportunities.
4. Ensure an understanding of national standards and how the club can correlate its aims to help support key trends
5. Uphold the SLCO's standing as a quality provider in a professional, competent, helpful and polite manner.
6. Maintain strict confidentiality at all times.

RENUMERATION

£14.11 per hour on zero hours contract basis or self employed; flexible working pattern estimated 25 hours per month

WORKING WEEKS

This position is temporary and dependent on available funding. The club will run throughout school holidays and beyond. Further work may also be available from time to time. There must be a degree of flexibility as weekend working may be required.

NOTE

1. Other tasks may be considered necessary by the executive director in view of the changing needs of the service. Some tasks may be modified, delegated or deleted by agreement in the future.
2. *SLCO is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosures and Barring Service.*

Please check out

<https://www.mightywriter.co.uk/>

PERSON SPECIFICATION

	Essential	Desirable
Educational Qualifications and Achievements	<p>Any relevant education/CYP support/Comm Ed at graduate level</p> <p>Demonstrable learning/education setting experience</p>	<p>Experience of story-telling or similar type of intervention</p> <p>Delivering skills-building sessions for CYP</p>
Knowledge and Experience	<p>Proven experience of working with CYP/families</p> <p>Understanding of SLCN/ASN</p> <p>Behaviour/conflict management</p> <p>Understanding of the Third Sector and its role</p>	<p>Health & Safety procedures</p> <p>Experience of special needs</p> <p>Experience of a children's clubs/sessions</p> <p>Experience of planning and organising age appropriate activities</p> <p>Working in partnership with parents; listening and responding to queries using a solution focused approach</p> <p>Third Sector value and person-centred, strengths-based approaches</p>
Skills and Abilities	<p>High level of numeracy literacy and organisational skills</p> <p>Ability to manage groups of CYP and sensitively manage challenging behaviour</p> <p>ICT literate</p>	<p>Building literacy</p> <p>Creative Skills</p> <p>Art/craft/drama</p> <p>The ability to organise fun activities around story telling and adapt to the needs and aspirations of CYP</p> <p>Supporting SLC and literacy</p>
Attributes/Qualities	<p>Develop positive relationships with CYP/families/affinity with CYP</p> <p>Work individually and as a member of a team.</p> <p>Solution focused and a flexible approach to work</p> <p>Punctuality and good time management.</p> <p>Professional appearance and manner</p>	<p>Able to use own initiative</p> <p>Open to new ideas and willing to try different working practices</p> <p>Willingness to undertake professional development</p>