

Deputy Manager - After-School & Weekend Clubs (SEND)

Reporting to:	Centre Manager
Salary:	£31,000 pro rata
Location:	Ealing / Harrow
Hours of work:	Full-time or Part-time (minimum 15 hours per week), term-time only or year-round options available (including weekend working)

Job summary

You support the leadership, delivery and development of high-quality community services for children and young people aged 5-25 with learning disabilities. This includes weekend and after school clubs.

You work closely with the Centre Manager to lead the set-up, mobilisation and delivery of the new weekend club in Ealing.

You are a key part of the management team, helping to ensure excellent quality of care, learning outcomes, safeguarding practice, staff wellbeing and safe environments. You support staff supervision, session planning, activity delivery, family engagement and day-to-day operational duties.

You play a central part in promoting inclusive practice, supporting children and young people to develop communication, independence and social skills, ensuring that sessions are engaging, safe and tailored to individual needs. You develop and oversee the delivery of meaningful activity programs for children and young adults, including storytelling, dance, drama, music, cooking, arts and crafts, sports, group games, messy play, and community outings.

You practice the values of:

Kindness in your interactions with children and young adults.

Choice by offering meaningful activities that matter to the person you support.

Ambition to engage children and young adults of all abilities, helping them develop and enjoy their experiences.

You promote KCA's values, aims, policies, and procedures.

Child protection is your priority. You Speak Up against practices that do not support safeguarding and our core values. You monitor, report, and act on safeguarding matters. You proactively ensure the team safeguards and protect children and young adults from abuse.

You place the needs, preferences, and aspirations of the individuals you work with at the heart of all planning and decision-making, empowering children and young adults to achieve their goals, build independence, and live fulfilling lives.

Key responsibilities

Meet every child's and young adults needs.

You:

- Support the planning and delivery of high-quality, person-centred SEND activities across all after-school, weekend and holiday sessions.
- Promote learning outcomes, communication development, independence skills and wellbeing for all children and young people.
- Ensure that Positive Behaviour Support (PBS) practice is embedded to promote positive engagement and reduce behaviours of concern.

- Observe and record children's progress, working with the Centre Manager to review development, outcomes and support plans.
- Support families by offering clear, sensitive and professional communication.
- Ensure the needs of every child and young adult are met by having **Ambition** about learning outcomes and collaborating effectively with a multidisciplinary team of external professionals.
- Foster relationships with the families of children, involving them and providing factual professional feedback on their child's development.
- Complete assessments and develop plans that promote **Kindness** and an enabling environment for children and young people with learning disabilities.

Living our values and understanding our work

You:

- Work with your team members to maintain a clean and inviting environment with well-kept play & learning resources.
- Develop nurturing and supportive environments for children, young adults, and staff to flourish and have fun.
- Lead by example on our Positive Behaviour Support framework, focusing on team members' understanding and addressing underlying needs rather than behaviours.
- Ensure the team works on assessed needs and support plans, with detailed, reflective observations providing developmentally challenging next steps for children.

Leading the team

You:

- Support supervision, coaching, induction and development of staff.
- Line manage staff in the clubs you are responsible for.
- You role model engagement and activities to team members.
- Maintain high visibility, communicate confidently, and organize effectively.
- Ensure that paperwork, digital systems, and reports are consistently updated and completed by the team to facilitate exceptional care, learning, and feedback.
- Promote a positive team culture based on kindness, choice, ambition and reflective practice.
- Support staff during challenging situations and help maintain emotional wellbeing within the team.
- Contribute to team meetings, training and reflective sessions.

Leading safeguarding and safety

You:

- Proactively approach Health and Safety.
- Conduct thorough risk assessments and plan appropriately for groups and 1-to-1 activities, both within our building and the community.
- Support staff in understanding children's individual needs, health, and care requirements, including eating, using the toilet, nappy changing, as well as administering medication, tube feeding, and manual handling.
- Challenge any staff behaviours or practices that deviate from KCA's values.
- Communicate with parents and professionals to facilitate children's safeguarding.
- Participate in the on-call system for out-of-office hours and weekends.

- Act on safeguarding concerns promptly and record accurately.
- Support the Centre Manager with incident reviews, reflective practice and multi-agency communication.
- Promote safe practice within sessions, including intimate care, medication procedures and PBS approaches.
- Ensure safeguarding logs and digital systems are updated during sessions.

Personal Development

You:

- Identify personal development needs to meet operational and professional requirements.
- Attend internal and external learning events to develop relevant knowledge, techniques, and skills.
- Maintain a detailed knowledge of the organization's services.
- Manage your time effectively to fulfil responsibilities aiding business development.

Administration and Operations

You:

- Support daily operations of KCA clubs.
- Act as a named contact for Ofsted during inspections or regulatory enquiries.
- Support the Centre Manager with the set-up, mobilisation and delivery of the new weekend club in Ealing, ensuring safe and effective operational practices.
- Complete daily health & safety checks, building inspections and equipment checks.
- Ensure safe storage and recording of medication following policy.
- Maintain accurate attendance, digital records and logs.
- Support rota planning and staff deployment to ensure safe ratios.
- Assist in preparing resources, activity plans and session materials.

Finance

You:

- Monitor sessional staff hours to avoid overspend.
- Provide accurate data to the Centre Manager for invoicing and funding returns.
- Support cost-effective use of resources and session materials.

Key Performance Indicators

Quality of Care - Delivery of safe, inclusive and high-quality activities.

Learning and Outcomes - Evidence of children's progress in communication, independence, engagement and wellbeing.

Safeguarding and Child Protection - Accurate reporting, strong decision-making and safe practice.

Health & Safety - Completion of daily checks, safe environments, correct medication and risk management.

Staff Wellbeing & Support - Promotion of a positive team culture and emotional support for staff.

This role is subject to enhanced DBS checks and ongoing safeguarding requirements. Flexibility is required, and additional duties may be assigned in line with service needs and our charitable activities. Annual leave may be limited during pick periods in the year.

Selection criteria		
The Deputy Manager should have	Examples that may show competence	
Strong understanding of child development, SEND practice and staff management	Minimum 3 years' experience in childcare, education, SEND, youth work or relevant field. Experience supporting teams or leading sessions. Strong understanding of SEND, PBS and inclusive practice.	Essential
Effective organisation skills	Ability to coordinate sessions, staff and resources. Strong time-management and prioritisation skills.	Essential
Knowledge of Ofsted childcare requirements	Understanding of Ofsted expectations for out-of-school provision. Awareness of safeguarding and regulatory compliance.	Essential
Communicate well	Clear written, verbal and digital communication. Ability to adapt communication to various stakeholders. Able to communicate with families and multi-agency partners.	Essential
Administration, digital systems and resource management.	Accurate record keeping and use of digital systems. Understanding of monitoring tools, attendance logs and safeguarding systems. Ability to prepare resources and manage equipment safely.	Essential
Knowledge of how to support health, safety and wellbeing	Completing risk assessments and safety checks. Knowledge of medication procedures and intimate care. Promoting wellbeing for children and staff.	Essential
Experience of safeguarding children & young adults	Safeguarding training (or willingness to undertake training). Understanding of child protection and SEND vulnerabilities. Ability to report concerns promptly internally and externally.	Essential
Champion inclusion and equity	Demonstrates inclusive practice. Supports equality, fairness and cultural sensitivity	Essential
Availability	Flexibility to work evenings / weekends.	Essential
Education	Level 3 qualification or above in childcare, youth work, education or a relevant field. Trained in PBS or de-escalation or willingness to train.	Essential
Driving Licence	Full UK driving licence	Desirable
Experience managing multiple sites and service locations	Experience managing community-based or school-based SEND services.	Desirable



Kindness



Choice



Ambition