**Little Achievers - Manager**

**Role Profile**

* **£75 per week during term time only (3 x 10 week terms, total 30 weeks per year), to cover:**
  + **3.5 hours at the group each week**
  + **15 hours per term on other listed activities, to be worked flexibly as required from home**
* **£15 per hour**
* **Start date: Monday 2nd September (preparation in advance of first Little Achievers class on Thursday 12th September)**

**DS Achieve’s Mission**

Empowering Families, Fulfilling Potential

**DS Achieve’s Vision**

We believe that by empowering families, we will enable every child with Down Syndrome to be given the opportunity to achieve their potential in every aspect of their life.

**Little Achievers programme**

* Educational teaching & support
* Pre-school playgroup
* Occasional visiting professionals

Little Achievers includes a weekly class for children with Down Syndrome (between 1 and 5 years old) with a focus on early skills in the areas of literacy, numeracy, fine motor skills, physical development and communication.

Running alongside, and as a ‘wraparound’ offering, is the two-hour Stay and Play session (for children with Down Syndrome between 0 and 5 years) which provides an opportunity for parents to socialise and for children to have fun with the targeted developmental activities available. The Stay and Play includes a sing and sign session (using Makaton) and refreshments are provided for both adults and children.

**Manager role responsibilities**

* Plan and lead ‘Stay and Play’ weekly activities and select resources based on the Early Years Foundation Stage goals.
* Plan sing and sign weekly sessions.
* Ensure ‘Stay and Play’ set up before parents arrive.
* Provide support and guidance to parents during stay and play sessions, noting any queries that need following up and progressing them as necessary.
* Arrange visits from professionals and other services and communicate these to parents.
* Maintain volunteer rota and recruit/replace volunteers as needed.
* Supervise and support volunteers and support worker.
* Ensure resources tidied and stored away at the end of each session.
* Liaise with venue as required (eg venue hire bookings, maintenance, parking permits).
* Issue Google registration form to new attendees.
* Liaise with parents and teacher on logistical issues.
* Maintain attendance register on Google drive and manage necessary admin linked to the Little Achievers programme
* Maintain tea, coffee and biscuit/snack supplies.
* Issue Google feedback form to parents at the end of each term and collect back (chasing as necessary).
* Assist with preparing outcomes data and report for funders.
* Report to Little Achievers lead Trustee and highlight any issues arising.

*Requirements*:

* Experience of working with children in the early years.
* Experience of working with disabled children and their families.
* Enhanced DBS check.
* Safeguarding trained at minimum level 1 (or willing to undertake training at level 1).
* Good IT (MS Word, Excel or Google Docs/Sheets) and organisational skills.
* Excellent soft skills - friendly and welcoming, good listener, good communicator, good facilitator, happy to ‘pitch in’, able to deal with incidents should any occur e.g. first aid

*Desirable, but not essential:*

* First Aid trained
* Experience of working with children with Down Syndrome and their families

Please note that successful candidates will be subject to Disclosure and Barring Service (DBS) checks prior to appointment.

**To apply, please email your CV to us at** [**info@dsachieve.org**](mailto:info@dsachieve.org)**.**

**Deadline: Friday 5th July 2019**