

JOB DESCRIPTION

Employment Details	
Job Title:	Afterschool Club Leader
Salary & Grade:	Grade E (£28,598 - £31,022 full time salary)
Reports to:	Business Support Manager
Hours:	12 hours a week (Monday, Wednesday, Thursday & Friday 3pm – 6pm)

Safeguarding Commitment:

Cold Harbour Church of England School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff must work within school policies and procedures, including safeguarding, child protection, and health and safety. This post is subject to satisfactory references, an enhanced Disclosure and Barring Service (DBS) check, medical clearance, evidence of qualifications, and verification of the right to work in the UK.

Vision Statement:

The School's Christian Vision Statement "Let your light shine" is our central vision.

Everyone is encouraged to shine through living out our values of trust, honesty, thankfulness, respect and resilience. Enabling us to grow, learn and achieve together.

Purpose of the Role
<p>The Afterschool Club Leader supports the school's commitment to high-quality wraparound care by creating a safe, nurturing, and enjoyable end-of-day experience for pupils. Through effective leadership, engaging play opportunities, and strong relationships with children and families, the role promotes wellbeing, positive behaviour, and inclusive social interaction. The postholder ensures that the club environment is well-managed, healthy, and secure, while overseeing daily administration, upholding safeguarding standards, and modelling the school's ethos of friendliness, openness, and empowerment.</p>

Duties and Responsibilities
<ul style="list-style-type: none"> • Delivering high quality care and safety for all children and be responsible for the management of the Out of School Club team. • Build strong relationships with children and their parents. • To ensure that Food provided is balanced, healthy and adheres to government food standards • Participate in the short- and long-term planning of effective and creative play opportunities that are suitable for all children. • Direct, initiate, and encourage other members of staff to always deliver appropriate games and activities. • Carry out daily administration duties including record keeping, handling payments from parents and bookings through Bromcom, ensure policies and procedures are current and adhered to.

Qualifications (preferable)

- Experience working with children in a school, childcare, or youth setting
- Understanding of safeguarding and child protection procedures, with a commitment to promoting pupil welfare
- Basic knowledge of behaviour management strategies, and ability to support positive play and interactions
- Good communication skills, with the ability to engage confidently and kindly with pupils and staff
- Ability to organise and lead play activities, encouraging inclusive and cooperative play
- First aid training (or willingness to undertake training as required)
- Awareness of health and safety procedures, particularly in outdoor and playground environments

Person Specification

- A warm and approachable manner, with a genuine interest in supporting children's wellbeing and social development
- The ability to work collaboratively within a team, contributing positively to shared goals and daily routines
- Confidence in leading play activities and managing pupil behaviour in line with school policies
- A calm, consistent approach to resolving minor incidents and promoting respectful interactions
- Reliability, punctuality, and a strong sense of responsibility for pupil safety and supervision

Safe Working Practices

All staff must uphold Cold Harbour's ethos and commitment to safe working practices for adults working with children. Staff should model positive behaviour and promote a harmonious, inclusive environment.

General Data Protection Regulations

The postholder must comply with GDPR and related data protection legislation. Confidentiality in handling personal data is essential.

Equality and Diversity

The postholder must promote equality and diversity in all aspects of their role and treat all individuals fairly and without discrimination.

Confidentiality

Confidentiality must be maintained at all times in line with school policy.

Health and Safety

Responsibilities must be carried out with due regard to school policy and statutory health and safety requirements.

Flexibility

This job description is not exhaustive. The postholder may be required to undertake other duties within their skillset and grade, as reasonably instructed.