



## Job Description

### After School Club Leader

<b>Job Title :</b>	After School Club Leader
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<b>Grade :</b>	Grade F
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<b>Main Job Purpose :</b>	To manage the day to day running of the After School Provision providing a safe, caring and stimulating environment for all children who access the provision. To plan and organise a range of stimulating activities suitable for Primary age children, taking into account the children's interests.
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Main Duties	
1.	To lead the day to day management of the after school provision.
2.	To provide line management to a team of club assistants/play workers, directing their work, supervising their activities and inducting new staff members.
3.	To work with play workers to provide care, as well as play opportunities and activities in a safe, caring and stimulating environment, with regard to the individual developmental needs of the children.
4.	To manage the planning of activities which promote active and enjoyable learning experiences for the children who attend the after school provision.

<b>5.</b>	To liaise with parents to encourage parental involvement and support for the after school provision.
<b>6.</b>	To implement and regularly review all policies and procedures for the after school provision in liaison with the Headteacher
<b>7.</b>	To maintain all records relating to the after school provision in accordance with data protection and freedom of information legislation/regulations.
<b>8.</b>	To liaise with the school team to manage online bookings.
<b>9.</b>	To maintain records of staff attendance and manage staff absence and lateness.
<b>10.</b>	To effectively manage the occupancy levels of the after school provision and offering places.
<b>12.</b>	To develop professional working relationships with the school and team members.
<b>13.</b>	To monitor and evaluate the quality of the after school provision's service.
<b>14.</b>	To report back to the Head Teacher information relating to staff, children, activities, quality of provision and anything deemed necessary
<b>15.</b>	To ensure that all staff work within the policies, guidance and procedures of the school.
<b>16.</b>	Work in partnership with the SLT to provide an appraisal system for staff, and to organise staff training to meet any identified training needs.

<b>17.</b>	Take responsibility for personal professional development, including participation in annual appraisals, any necessary training and attending any other relevant meetings to keep abreast of all current issues relating to the after school provision.
<b>18.</b>	Carry out any other duties that would enhance the work of the after school provision.
<b>19.</b>	<p>Health and safety duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.</li> <li>• Undertaking the appropriate risk assessments for the after school provision, where necessary.</li> <li>• Ensuring that adequate standards of safety and hygiene are maintained throughout the after-school provision, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.</li> <li>• Follow school closing procedures and ensure that the environment is closed down and secured in line with operating procedures at the end of club.</li> </ul>
<b>20.</b>	<p>Safeguarding duties and responsibilities include:</p> <ul style="list-style-type: none"> <li>• Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.</li> <li>• Having due regard for safeguarding and promoting the welfare of children and young people, and for following the school child protection procedures.</li> <li>• Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members working at the after-school provision and reporting the outcomes to the designated safeguarding lead.</li> <li>• Undertaking relevant training relevant to these safeguarding responsibilities, as a member of the extended safeguarding team.</li> </ul>

<b>Supervision and Management</b>
The jobholder will have regular supervisory and management responsibility for staff.

<b>Creativity and Innovation (i.e. Problem Solving)</b>
The job holder works within school procedures, policies and approved methods and under the supervision of the Headteacher

Key Contacts And Relationships	
Teaching & Support Staff	Key lead for running after school provision, working together, consulting about children
Children	Supporting
Parents	Key point of contact, management of bookings, discussions about children etc.

Decision Making
The jobholder is expected to make decisions in respect of the management of the after school provision, with liaison with Headteacher when appropriate, and follow school procedures and policies.

Resources
The jobholder is expected to use school resources appropriately and with care, and maintain the after school provision environment to a good standard.

Working Environment
The jobholder is based in play/activity settings and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

#### OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust’s Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools.

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....

## **Person Specification**

### **Knowledge and Skills**

- At least one year's experience of working with children in the primary age range (essential)
- Experience working with children in a friendly, busy environment (essential)
- Knowledge of up to date Children Protection/Safeguarding Legislation (essential)
- Paediatric First Aid training (desirable)
- Food hygiene certificate (desirable)
- Fire Marshall (desirable)
- Has a calm, caring manner (essential)
- Willingness to be trained (essential)
- Be able to demonstrate the ability to keep work related to the children and school confidential (essential)
- Able to work in a supportive team (essential)
- Supportive, reliable and committed (essential)

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