

Job Description

Role	After School Care Leader
Reports To	Headteacher
Responsible For	After School Care Team
Location	Woodpecker Hall Academy
Working Pattern	Monday to Friday 15:00pm – 18:00pm 15 hours per week
Contract Type	Permanent - Term Time – 38 weeks per year Your role will require you to attend inset days for training where required and this will be paid as additional hours or time off in lieu
Salary	NSCT Pay Range 14-17 FTE Salary: £26,502 - £27,767 Actual Salary: £9,233 - £9,673 Breakfast Club Allowance: £1098 per annum NSCT Health Cash Plan + Generous Pension
Annual Leave	24 days + 8 Bank Holidays Holiday year runs from 1st September – 31st August. Annual leave entitlements are calculated in your salary. No additional paid leave is provided, and leave is taken during school closures.

Job Purpose

The After School Care Leader will coordinate, organise and deliver a safe, stimulating and high-quality After School Care provision for pupils, ensuring their wellbeing, enjoyment and development in a nurturing environment. The After School Care Leader will be responsible for the day-to-day management of the provision, supervising staff, promoting positive behaviour, maintaining the highest standards of safeguarding and building positive relationships with pupils, parents, carers and colleagues.

Employees will be expected to comply with any reasonable request from their line manager and senior leadership team to undertake work of a similar level and grade that is not specified in this job description. Following consultation with you, this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Key Responsibilities

Organisation and coordination:

- Coordinate the day-to-day running of the After School Care provision.
- Ensure the provision operates in accordance with Trust and academy policies, procedures and statutory requirements.
- Plan, organise and deliver a varied programme of stimulating, inclusive and age-appropriate activities.
- Ensure activities support pupils' social, emotional, physical and personal development.
- Prepare, organise and maintain resources, equipment and activity areas.
- Support the effective organisation of staff to ensure appropriate supervision of pupils throughout each session.
- Raise any operational issues or suggestions for improvement with the designated senior leader.

Supporting pupils:

- Ensure all pupils are safe, happy, well supervised and fully engaged throughout each session.
- Promote an inclusive environment where every pupil is valued and able to participate fully.
- Support pupils with SEND, medical or additional needs in accordance with academy guidance and individual support plans.
- Encourage positive relationships, independence, resilience and confidence.
- Support pupils to complete homework where appropriate.
- Encourage pupils to read regularly and foster a love of reading.
- Recognise and celebrate pupils' achievements and positive behaviour.

Safeguarding, behaviour and welfare:

- Maintain the highest standards of safeguarding and child protection at all times.
- Report safeguarding concerns immediately in accordance with Trust safeguarding procedures.
- Promote high standards of behaviour in line with the academy's behaviour policy.
- Act as a positive role model, demonstrating the academy's values and expectations.
- Manage behaviour calmly, fairly and consistently.
- Promote pupils' emotional wellbeing and personal development.
- Maintain a safe environment and follow all health and safety procedures.
- Ensure dietary requirements, allergies, medical needs and care plans are understood and followed.
- Prepare and supervise the safe serving of snacks in accordance with food hygiene procedures.
- Administer first aid, where qualified, and complete accident or incident records as required.
- Ensure pupils are safely collected by authorised adults in accordance with academy policy and procedures.

Administration and communication:

- Complete accurate daily attendance registers.
- Maintain accurate records relating to attendance, accidents, incidents and pupil welfare.
- Ensure records are handled securely and in accordance with GDPR requirements.
- Build positive relationships with parents and carers, and communicate relevant information regarding pupils where appropriate.
- Refer any significant concerns to the designated senior leader.
- Attend relevant meetings, training and professional development activities.

Ethos:

- Support the Trust’s vision, mission and strategic priorities, contributing to the achievement of “Stronger Together”.
- Act as a professional ambassador for the Trust, representing its values within your role and wider community.
- Demonstrate and uphold the Trust’s values of inclusion, ambition, support, kindness and integrity in all aspects of practice.
- Build and maintain positive, respectful and professional relationships with colleagues, parents, carers, stakeholders and the wider community.
- Actively contribute to Trust-wide initiatives, events and community engagement, reflecting the Trust’s commitment to Education, Community and Opportunity (ECO).
- Work collaboratively with colleagues across the Trust to support high standards and continuous improvement for all pupils.

Professional development and collaboration:

- Engage fully in professional development activities and performance management processes, demonstrating a commitment to continuous professional growth.
- Collaborate effectively with colleagues across the Trust to share good practice and contribute to sustained improvement in teaching and learning.
- Remain open to new ideas, evidence-informed approaches, technologies and strategies in line with Trust priorities and educational developments.
- Contribute constructively to quality assurance and internal review processes, working with senior leaders to support professional learning and improvement.

Safeguarding and well-being:

- Promote and uphold a culture where safeguarding and the welfare of children and young people is everyone’s responsibility.
- Comply fully with statutory safeguarding requirements, including Keeping Children Safe in Education (KCSiE) and all Trust safeguarding policies and procedures.
- Act promptly on any safeguarding concerns or disclosures, following Trust reporting procedures without delay.
- Contribute to the creation of a safe, secure and supportive environment for pupils and staff, both physically and emotionally.
- Engage in all mandatory safeguarding training and ensure knowledge is kept up to date in line with role requirements.
- Promote inclusion, mental health awareness and well-being, recognising their importance in supporting positive outcomes for pupils and staff.

Professional conduct and compliance:

- Adhere to all Trust and academy policies, procedures and codes of conduct, ensuring consistency with organisational expectations.
- Comply with health and safety requirements to maintain a safe working environment for pupils, staff and visitors.
- Promote equality, diversity and inclusion in all aspects of practice, ensuring a culture free from discrimination or harassment.
- Uphold British Values and comply with the Prevent Duty in line with statutory guidance.

- Contribute to the Trust’s strategic priorities through professional behaviour, attitude and practice.
- Engage positively with audits, inspections and quality assurance processes to support accountability and continuous improvement.
- Maintain high standards of professionalism in conduct, communication and appearance, acting as a role model at all times.
- Build and maintain positive relationships with parents, carers, stakeholders and the wider community in support of Trust objectives.
- Participate in outreach and engagement activities that strengthen links between the Trust, families and the wider community.

Acknowledgment and Agreement

I acknowledge that I have read and understood the job description and the Trust Expectations Framework. I agree to carry out the duties of the role to the best of my ability and in accordance with the Trust’s policies and procedures.

Employee Name:	Employee Signature:	Date:
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Job Specification

Qualifications (or equivalent qualification)	Essential	Desirable
Grade 4 (C) or above GCSEs in English / Mathematics	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Level 3 qualification in Childcare, Playwork, Early Years, Supporting Teaching and Learning, or another relevant qualification (or willingness to work towards one)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Current Paediatric First Aid qualification (or willingness to undertake training)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Food Hygiene Certificate (or willingness to undertake training)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of ongoing Continuous Professional Development (CPD)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Professional Experience	Essential	Desirable
Working with primary-aged pupils in a school, childcare or play setting	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Planning and delivering engaging activities for groups of pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supporting pupils with SEND, EAL and other additional needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervising or coordinating a small team	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Actively involved in extracurricular activities and enrichment programmes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Risk assessments and ensuring a safe learning environment	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Engaging with stakeholders to build strong, collaborative relationships and aligned goals	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Skills and Knowledge	Essential	Desirable
Administering first aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to organise and prioritise activities effectively	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good organisational and time management skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of the developmental needs of primary-aged pupils	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of food hygiene requirements	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to engage and inspire pupils across a diverse range of abilities and needs	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of effective behaviour management strategies and promote positive behaviour	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Proficient in IT, including Microsoft 365 applications and	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Familiarity with role-specific platforms, digital tools and resources	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Awareness of online safety and responsible use of digital tools	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of safeguarding, child protection and health & safety	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Knowledge of equality, diversity and inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understanding of GDPR and data protection regulations in education	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes	Essential	Desirable
A passion for working with children and providing high-quality care and enrichment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Communicate professionally and respectfully with pupils, staff and the wider community, using clear verbal, written and interpersonal skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work collaboratively and constructively with colleagues and the wider Trust community to support a positive environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Handle disagreements and challenging situations calmly and professionally, promoting respect and resolution	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Remain calm, approachable and solution-focused under pressure and when challenged	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prioritise the safety, wellbeing and development of pupils and staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Take the initiative and respond proactively to the needs of pupils and colleagues	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Be punctual, reliable and committed to professional responsibilities	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Manage time effectively, meet deadlines and adapt to changing demands	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Demonstrate strong organisational skills with accuracy and attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Exercise discretion and maintain confidentiality when handling sensitive information	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Uphold ethical standards and demonstrate high levels of trust and integrity	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Aligned with Trust values, demonstrate a positive attitude and act as a role model	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Value diversity and actively contribute to an inclusive environment for all	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Engage in self-reflection, embrace professional development and use creativity and technology to enhance practice	<input checked="" type="checkbox"/>	<input type="checkbox"/>