



David Ross Education Trust

Broadening Horizons

## JOB DESCRIPTION

Job Title:

**After School Club Leader**

Location:

**Wold Academy**

### **Job Purpose:**

To organise, deliver and supervise quality play provision within the school whilst ensuring all activities are carried out in a safe, creative and appropriate play environment. Carry out a supervisory or managerial responsibility for a small team; overseeing their performance, giving instruction as necessary.

### **Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

### **Reporting To:**

Principal/Vice Principal/SLT

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

The core focus of this job is to ensure the delivery of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by organising and providing an appropriate range of activities and food. Taking a lead role in running the club.

## MAIN AREAS OF RESPONSIBILITY AND ACCOUNTABILITY

- ★ Maintain a register of children, working alongside school admin staff to ensure smooth coordination and accurate records.
- ★ Organise, prepare and provide healthy snacks/refreshments to the children following food hygiene practices, and clean up afterwards.
- ★ Prepare and set up room
- ★ Ensure the children and young persons are supervised at all times
- ★ Contribute to the development of club policies, procedures, aims and objectives
- ★ Promote the club by creating promotional displays
- ★ Ensures the equipment is maintained and stored appropriately
- ★ Organisation of the entry of the pupils into the After school club.
- ★ To provide positive and firm control by implementing the school discipline/behavior policy.
- ★ To deal with cases of unacceptable behaviour by pupils where appropriate, or report the incident immediately to the senior leaders
- ★ Encourage parental involvement and support
- ★ Report on the progress of the club and any issues of concern to school leadership team
- ★ Communicate with school staff, parents and children/young people as appropriate
- ★ Responsible for (alongside Admin and SLT) the purchase of resources, including food/drink & equipment
- ★ Ensure the building is safe and secure for the children and young persons at all times
- ★ Encourage, lead and support a team of playworkers/assistants ensuring good performance all the time
- ★ Address performance or conduct issues promptly
- ★ Provide induction and training to new staff members
- ★ Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details
- ★ Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities
- ★ Monitor and evaluate the effectiveness of the club
- ★ Responsible for promoting and safeguarding the welfare of the children and young people.
- ★ Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them.
- ★ Ensure the safety of all children in the event of a fire/drill or other emergency
- ★ Ensure all accidents and emergencies are dealt with according to the policy
- ★ Ensuring pupils keep out of areas that are out of bounds, and don't leave the school premises
- ★ Setting up play equipment and making sure areas are safe

- ★ Ensure there is adequate provision of resources, including play equipment and organised games, to keep children occupied and coordinate duties with colleagues to ensure an appropriate balance of supervision
- ★ Liaise with teaching staff to share information, concerns and issues regarding children to ensure that there is continuity in helping to solve any issues or problems throughout the school.
- ★ To work with colleagues and others to maintain health, safety and welfare within the working environment. To carry out the duties and responsibilities of the post, in accordance with the school's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.

## KNOWLEDGE/SKILLS/EXPERTISE

- ★ Be able to effectively communicate with children and adults in a clear and calm manner
- ★ Lead colleagues to ensure effective teamwork and high standards for all pupils
- ★ Work alongside senior colleagues to ensure an effective after school provision
- ★ Coordinate games and activities appropriate to the age of the children
- ★ Ensure high standards of pupil behaviour
- ★ Ability to empathise with the needs of children

## PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 - Application
- 2 - Test/Presentation
- 3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Childcare qualifications/courses	1,3		
★ Childcare qualification equivalent of level 3		1,3	
★ Able to communicate clearly with colleagues, senior leaders and parents	1,3		
★ Additional specialist qualification or training in relevant area such as play, food hygiene, current first aid certificate and /or Safeguarding training.		1,3	
Experience			
★ Have proven experience of supervising children	1,3		

★ Experience of planning, preparing and delivering play and activities for children	1,3		
★ Have worked within a school setting with experience of primary aged children	1,3		
★ Have worked in an after school club provision		1,3	
★ Have led in a wraparound childcare provision		1,3	
Skills and Knowledge			
★ Have an up to date knowledge and understanding of the practices and procedures relating to the welfare, development, safety and education of children.	1,3		
★ To be able to plan and deliver stimulating play activities within a safe environment.	1,3		
★ To take a lead role in the planning and provision of snacks.	1,3		
★ Encourage, lead and support playworker assistants	1,3		
★ Ability to self-evaluate.	1,3		
★ Ability to communicate effectively with parents and colleagues, verbally and in writing.	1,3		
★ Encourage high standards of pupil behaviour at all times	1,3		
★ Monitor and evaluate the effectiveness of the club		1,3	
Personal Qualities and Ethos			
★ Able to relate and communicate well with staff and children	1,3		
★ Ability to work constructively as part of a team	1,3		
★ Stay calm under pressure	1,3		
★ To be able to use own initiative when planning activities for children	1,3		
Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	1,3		

Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	1,3		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	3		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	1		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	1,3		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***