

## Job Description

<b>Job Title:</b>	Academy Club Leader
<b>Grade Range:</b>	Grade 3 – Scp 5-6
<b>Hours:</b>	17.5 Hours per week
<b>Location:</b>	Heathfield Academy
<b>Reports to:</b>	Headteacher and Governing Body
<b>Role Purpose and Role Dimensions:</b>	<p>Ensure there is a secure and welcoming facility to support, motivate and supervise pupils in eating their meal and play activities. Responsible for the health, safety, conduct and well-being of all pupils.</p> <p>Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the academy.</p>
<b>Commitment to Diversity:</b>	As a member of the Academy Team to take individual and collective professional responsibility for championing the Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
<b>Key External Contacts:</b>	<ul style="list-style-type: none"><li>▪ Social Services</li></ul>
<b>Key Internal Contacts:</b>	<ul style="list-style-type: none"><li>▪ All staff and pupils</li></ul>
<b>Financial Dimensions:</b>	<ul style="list-style-type: none"><li>▪ Purchasing of appropriate resources. Managing electronic booking and payment system.</li></ul>
<b>Key Areas for Decision Making:</b>	<ul style="list-style-type: none"><li>▪ Ensure adequate staffing levels, arranging temporary staff cover as and when necessary.</li><li>▪ Assist in the recruitment of new staff as required.</li><li>▪ Purchasing play materials</li></ul>

## Support for the School

### This will involve:

- Purchasing play materials within agreed budget;
- Ensuring safe, creative, appropriate play opportunities in a safe and caring environment;
- Carrying out day to day administration, record keeping, ordering and purchasing material and equipment;
- Encouraging parental involvement and support of the club;
- Initiating close liaison with parents, carers, and other childcare and play related agencies;
- Arranging and attending meetings as appropriate;
- Understanding and adhering to the academy's policy on behaviour and child protection.
- Having an understanding of the National Standards and the ability to meet to them;
- Understanding children as individuals particularly the characteristics, needs and interests of each age group;
- Valuing each child's backgrounds and experiences;
- Treating all children with sensitivity and fairness and respecting confidentiality.
- Managing and leading a team of after school play workers in the effective organisation and operation of the Children's Club
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised and the area is tidied up each day. Ensure any equipment that is used is stored properly.
- Be punctual and reliable.
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the Academy. Reflect with team on successes and issues of concern. Induct new staff in policies, procedures and as part of a team. Chair fortnightly meetings with play workers. Cover absences. Co-ordinate rotas and timetables.
- Keep up-to-date records and an accurate register, ensuring the correct number of pupils are present.
- Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Attend and contribute to meetings held with parents to discuss any concerns.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

## Key Accountabilities and Result Areas:

### Key Elements:

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.
- Carry out risk assessments, fire drills etc as required.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

## Support for Pupils

### This will involve:

- Ensure the safety, security and wellbeing of all the children at all times
- To be prepared to plan, prepare and lead children's activities/sessions in the Out of School clubs.
- To lead the staff teams in strategies to support the children's social and emotional development.
- Ensure that the meal/play arrangements comply with all the Trust's policies and provide a safe and stimulating environment for pupils, including those with special needs.
- Support pupils in meal/play arrangements.
- Administering first aid as necessary and ensuring the wellbeing of sick children;
- Ensure that pupils are safely delivered to parents and or named carers.
- Ensure that the pupils maintain a high level of hygiene.
- Ensure that pupils receive the correct packed lunch prepared for by parents/carers.
- Establish constructive relationships with pupils and interact with them according to individual needs. Promote the inclusion and acceptance of all pupils. Ensure pupils are dressed appropriately for the weather (checking coats are fastened).

## **Data Protection**

### **This will involve:**

- Being aware of the Trust's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- Maintaining client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

## **Safeguarding Children and Safer Recruitment**

- Heathfield Academy is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

**Key Accountabilities and Result Areas:****Key Elements:****Confidentiality**

This will involve:

- Being expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the Academy's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

**Equalities**

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

**Customer Care**

This will involve:

- Ability to demonstrate a commitment to STEP Academy Trust Code of Conduct, Safeguarding and Inclusion Policies.

**Health and Safety**

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

**An ENHANCED DBS check is required for this post.**

**This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the academy.**

## Person Specification

**Job Title:**

**Academy Club Leader**

**Essential knowledge:**

- NVQ Level 3 or equivalent qualification or experience.
- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Understanding and adhering to the academy's policies on child protection and safeguarding.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Knowledge of food hygiene

**Essential skills and abilities:**

- Good numeracy/literacy skills and communication skills.
- Confidence in dealing with young people, maintaining discipline and motivation.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to pupils and adults.
- Ability to use and maintain an online register/payment system.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to manage a small team

**Essential experience:**

- Working with or caring for pupils of relevant age.
- Prior budgetary experience is advantageous.

**Special conditions:**

- An enhanced DBS disclosure
- Willing to undertake first aid training and maintain a valid first aid certificate