

JOB DESCRIPTION

Job Title	After school Club Leader
Grade	Grade 3
Responsible to	Head of school

Job Purpose:

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.

Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the academy.

Role Purpose and Role Dimensions:

Key Accountabilities:

- 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.
- Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the academy.

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

- 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

- 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 well-being 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).

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust 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.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & 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.

The post holder may be required to perform other than these duties given in the job description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: After school Club Leader

Category	Essential	Desirable	Assessed by: Application Form	Assessed by: Interview	Assessed by: Task
Essential experience					
Working with or caring for pupils of relevant age.	√		√	√	
Prior budgetary experience is advantageous.		√	√	√	
Knowledge & Understanding					
NVQ Level 3 or equivalent qualification or experience.		√	√		
Understanding of relevant polices/codes of practice and awareness of relevant legislation.		√	√	√	
Commitment to and understanding of Equal Opportunities.		√		√	
Basic understanding of child development and learning	√		√	√	
Knowledge of food hygiene			√	√	
Understanding and adhering to the academy's policies on child protection and safeguarding.	√			√	
Confidence in dealing with young people, maintaining discipline and motivation.	√			√	
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	√		√	√	
Personal Skills and Attributes					
An enhanced DBS disclosure	√		√	√	
Willing to undertake first aid training and maintain a valid first aid certificate	√		√	√	

