

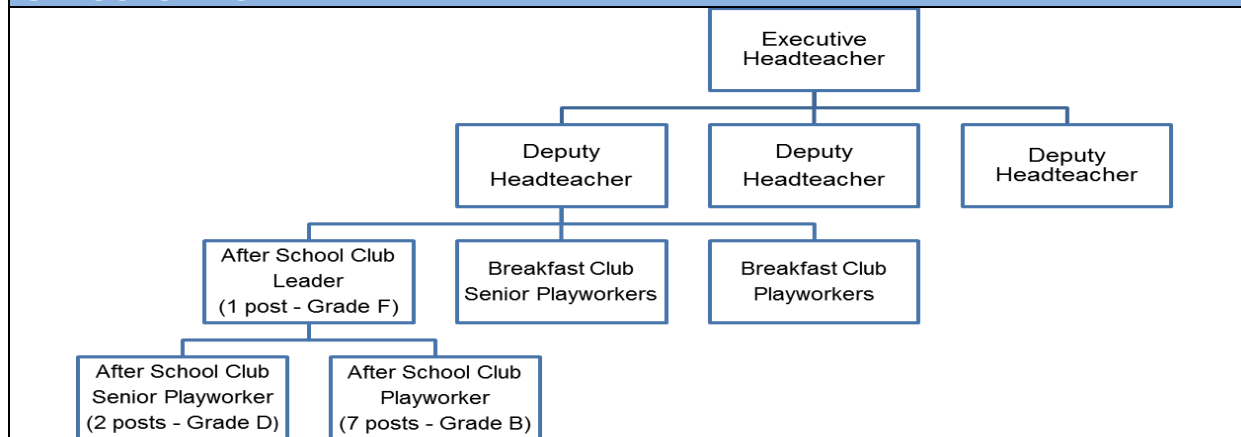
Job title	After School Club Leader
School	John Rankin Schools
Salary grade	Grade F
Reports to	Deputy Headteacher
Supervises	After School Club Senior Playworkers After School Club Playworkers

JOB PURPOSE

To lead the provision of creative, stimulating and appropriate after school play care for children in a safe and nurturing environment.

This job falls within the definition of regulated activity and therefore would be subject to an Enhanced DBS with barred list check.

STRUCTURE CHART



MAIN DUTIES AND RESPONSIBILITIES

Club Duties

- Organise the space and resources to create a welcoming, safe and nurturing environment
- Lead the team in planning and delivering a variety of creative, stimulating and appropriate play activities which promote children's physical, social, emotional and intellectual development
- Ensure there is adequate supervision of indoor and outdoor activities
- Ensure there is a good balance between directed and free choice play
- Ensure activities are set up before the start of the sessions
- Organise collection and escort of children from the schools to the club
- Ensure any information provided by the school is passed on to parents at the end of the session
- Ensure attendance is recorded on a daily register
- Plan and lead the delivery of refreshments in line with club's healthy eating policy

MAIN DUTIES AND RESPONSIBILITIES

- Ensure food is handled and stored according to appropriate food hygiene regulations
- Lead creative, stimulating and appropriate planned activities and monitor child led activities
- Lead the team in promoting good behaviour by using praise and reward
- Lead the team in managing poor behaviour, implementing individual behaviour plans if required
- Ensure activities are cleared away at the end of sessions and all areas are left clean and tidy
- Administer first aid as required
- Ensure accidents and incidents are recorded and reported in a timely and accurate manner
- Ensure children and staff understand the action to be taken in the event of a fire
- Ensure materials and equipment are kept clean and safe
- Supervise After School Club staff, including performance management.
- Identify and communicate any staff training needs to Deputy Headteacher

General Duties

- Maintain a professional manner with children, staff and families at all times
- Maintain confidentiality at all times
- Participate in training and other learning and development activities as required
- Provide other After School Club Leader support to the schools, in accordance with level and nature of the post
- Promote the welfare of children and support the school in safeguarding children by following relevant policies and procedures
- Adhere to club and school health and safety policies, procedures and rules, taking reasonable care of self and others
- Adhere to club and school policies and procedures, including the school code of conduct
- Promote equality as an integral part of the role, respecting differences, and treating everyone with fairness and dignity

SCOPE (impact on/control of resources, people, money etc)

This role has no budgetary responsibility.

This role has line management responsibility for up to twelve staff (After School Club Senior Playworkers and After School Club Playworkers).

PERSON SPECIFICATION

Essential/
Desirable

Qualifications

NVQ Level 3 Playwork/Childcare or equivalent experience

Essential

First Aider qualification

Desirable

Experience

Experience of working with primary aged children in a group setting

Essential

Experience of leading a team

Desirable

Knowledge and understanding	
Understanding of child protection, safeguarding and bullying issues and able to demonstrate understanding of own accountabilities	Essential
Understanding of children's developmental needs	Essential
Understanding of need for confidentiality	Essential
Skills and abilities	
Basic competency in the use of Microsoft Word	Essential
Ability to communicate effectively with children, families and other staff	Essential
Ability to provide and facilitate creative play	Essential
Ability to work on own initiative, using sound judgement and common sense	Essential
Ability to motivate and inspire staff	Essential
Work-related personal qualities	
Actively enjoy working with children and is sympathetic to their needs	Essential
Reliable, punctual and have effective time management skills	Essential
Calm and relaxed under pressure	Essential
Commitment to undertake work-related training as required	Essential
Other work-related requirements	
This role has been identified as public facing in accordance with Part 7 of the Immigration Act 2016, and therefore the ability to fulfil all spoken aspects of the role with confidence in English will be required. Conversing at ease with members of the public (including children), providing advice and using any specialist terminology appropriate to the role is essential for the post.	Essential