



## AFTER SCHOOL CLUB LEADER

**Job Title:** After School Club Leader

**Contract:** Fixed Term until 31/08/2023 with a view to going permanent

**Start Date:** 1 September 2022

**Working Hours:** 15 hours per week Term  
Time Only (Monday-Friday 3.00pm – 6.00pm)

**Pay:** Grade F, Point 7- £10.60 per hour

**Responsible to:** Headteacher

**Liase With:** School Office

We wish to appoint an outstanding After School Club Leader to join our friendly team starting in September 2022. The successful candidate will ideally have previous experience in a similar role, but a genuine enthusiasm and energy to work with children aged 4 to 11 years is essential.

You will be:

- Experienced in organising age-appropriate activities and experiences for children aged 4 -11 years
- Full of ideas and enthusiasm to promote and build the club as an enjoyable 'first choice' of childcare for our children

Middleton Cheney Primary Academy is part of the Prime7 Multi-Academy Trust and is a popular, friendly large village school. The school prides itself on its positive learning atmosphere and children who are enthusiastic about learning.

**Middleton Cheney Primary Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful for this position you will be expected to apply for a disclosure from the Disclosure and Barring Service before appointment is confirmed. References will be sought on shortlisted candidates before interview.**

We are an equal opportunities employer.

Closing date for applications is Thursday 26 May at midday and interviews will take place Friday 10 June 2022.

## **The Role:**

An Afterschool Club Leader is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment.

They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

## **Main duties and responsibilities:**

- To create a safe, welcoming and inclusive environment for all children
- To share responsibility for the welfare of all the children at the club, following procedures to ensure consistent, high quality care
- To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and whistleblowing policies.
- To keep a register of children attending
- To plan and prepare appropriate play-based and educational activities
- To be reliable, punctual and professional and a good role model to the children and other staff members, at all times
- To interact positively with children and to encourage them to engage in meaningful and constructive activities, encouraging positive social skills and good behaviour in pupils
- To deal with emergencies that may occur
- To administer first aid as appropriate and to comply with the School First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
- Complete an accident form as necessary, making sure that school are informed of any incident
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- Be aware of and implement all school policies and procedures
- Assist with the general welfare/ hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils in their choice of meals
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- To liaise with the Headteacher directly when required
- To undertake any other duties as required according to the need of the club

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list

## PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with children</li> <li>➤ Relevant NVQ level 2 or 3</li> <li>➤ GCSE's at grades 9 to 4 (A*-C) including English and Maths</li> <li>➤ First Aid</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Excellent communication skills</li> <li>➤ Good organisational skills</li> <li>➤ Empathy when dealing with children</li> <li>➤ Able to plan and provide age appropriate activities</li> <li>➤ Good knowledge of health and safety and hygiene procedures</li> <li>➤ A commitment to undertake training and continuous professional development</li> <li>➤ The ability to remain calm in stressful situations</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Self motivated and enthusiastic</li> <li>➤ Patient, tolerant and friendly approach</li> <li>➤ Honest, trustworthy and reliable with a flexible approach</li> <li>➤ Displays an awareness, understanding and commitment to the protection and safeguarding of children</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Contribute to the school's commitment to equality of access to opportunities to learn and to develop all pupils</li> </ul>

### For further information

For further information, please visit [www.mcpa.org.uk](http://www.mcpa.org.uk). If you wish to find out more about the role, please contact Miss Hillier – Headteacher at [head@mcpa.prime7.org.uk](mailto:head@mcpa.prime7.org.uk) or call 01295710218. Visits to the school are welcomed and we look forward to showing you around our school.

### How to Apply

To apply for this position, please complete the Trust Application form and submit, together with a letter of application. Please return by email to Lisa Macdonald [lisa.macdonald@mcpa.prime7.org.uk](mailto:lisa.macdonald@mcpa.prime7.org.uk) or by post to Prime7 MAT, c/o Middleton Cheney Primary Academy, Main Road, Middleton Cheney, Banbury, Oxon, OX17 2PD.