

Job Description

POST:	After School Club Leader
RESPONSIBLE TO:	The Principal, under the day-to-day management and leadership of Deputy Principal Primary
HOURLY RATE:	£16.00 an hour
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning; LA representatives; partner professionals; parents; local community; other Oasis Academies.
LOCATION:	Oasis Academy Hadley
WORKING PATTERN:	15.00 to 18.00 term time.
JOB PURPOSE:	To lead the Wrap Round Care team in providing a stimulating, inclusive, safe learning environment for students in Wrap Round Care; After School Club and Holiday Club

Role Responsibilities:

The successful candidate will have overall responsibility and accountability for leadership of the Wraparound Care provision, including organising rotas of staff, managing levels of staffing to the number of children attending and ensuring the active engagement of the children through the time they use the provision.

Key responsibilities include:

- To plan for Wraparound care provision for pupils from Nursery to Year 6, including scheduling of activities and staff rota planning and routine administrative tasks.
- To ensure the correct ratios of staff to pupils is maintained, in liaison with the School Leadership Team.
- To ensure the safety of both children and staff in a secure environment in line with school policies and procedures.
- To ensure the highest levels of pastoral care for pupils.
- To take responsibility for promoting a safe, orderly and tidy environment.
- To liaise with external providers where applicable.
- To provide outstanding communications and excellent parent communications.
- To continually develop and improve the wraparound care provision, and work with the Bursar to maximise income.
- To develop an affinity with the culture of Oasis Academy Hadley and how that can be translated into Wraparound Care Provision.
- To attend INSET days, completing safeguarding and relevant training.

- To take responsibility for safeguarding during Wraparound Care Provision and liaise with the School Safeguarding Leads regarding safeguarding matters.
- Work with individual and groups of children to encourage them to achieve greater independence and self-confidence.
- Develop positive partnerships with parents and carers.
- Conduct yourself in a manner compatible with an organisation that works with children, promoting equalities and equal opportunities in all aspects.
- Undertake other reasonable tasks as directed by your manager.
- To ensure the evening meal is prepared to a high standard with children not being hungry.
- To ensure meals are appropriate in line with known allergies and food preferences.

Person Specification

Essential

- At least an approved Level 2 qualification in childcare or teaching, and ideally an approved level 3 qualification
- Level 3 Safeguarding training or willing to undertake
- Health and Safety training or willing to undertake
- Food Allergen training or willing to undertake
- Food safety training or willing to undertake.
- Excellent planning and organisation skills
- Resilient, calm and tenacious under pressure
- Highly self-motivated, able to energise and motivate self and others
- Able to work unsupervised
- Ability to create a stimulating and enthusiastic working environment.
- Ability to prioritise own workload and work flexibly, and at times under pressure
- Ability to work collaboratively in a team and delegate where appropriate
- Encourage high standards of effort, care and presentation.
- Always promote positive behaviour with consistency and consideration for the aims and ethos of Oasis Academy Hadley
- Build excellent relationships with children, parents and colleagues
- Friendly and approachable with a can-do mind-set
- Punctual and flexible.
- Commitment to promote and safeguard the welfare of children

Desirable

- Paediatric first aid trained would be desirable, and willing to undertake further training as necessary.
- Experience working in a school environment or experience of leading Wraparound Care Provisions.

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all

relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

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 post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.