

**ROCKLAND ST MARY & SURLINGHAM PRIMARY SCHOOLS
JOB DESCRIPTION**

AFTER SCHOOL CLUB LEADER

TERM TIME ONLY, 10 HOURS PER WEEK

FIXED-TERM FOR ACADEMIC YEAR 2023-2024,

Line Manager:	Headteacher
Salary:	Point 6 of the SET Support Staff Salary Scale FTE £21,968 per annum Pro-rata £4,954 to £5,041 per annum, including an allowance for holiday pay

THE POST

To lead and co-ordinate an engaging, happy, and community-driven after-school club at Rockland St Mary Primary School, for children at Rockland and Surlingham primary schools. The successful candidate will co-ordinate a range of after school activities, some of which will be run by external providers and staff at the school, and some by the after-school club leader. A healthy snack will be provided as part of the after-school provision. Ensuring the conduct, welfare, safety and wellbeing of pupils is a key component of this role.

The after-school club will take children from both Rockland and Surlingham Primary School (with Surlingham children arriving by minibus).

The schools are committed to the professional development of all staff and provides a safe and supporting environment to work in.

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all school support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges;
- Develop positive relationships with pupils, parents and staff;
- Be a positive role model;
- Engages with pupils appropriately and works with the best interest of pupils in mind;

The personal and professional competencies expected of an After School Club Lead are:

- Be prepared to train as a Designated Safeguarding Lead for occasions when another DSL is not on-site.
- Be prepared to train and lead as a first-aider.
- The ability to work autonomously as required, as well as part of a team.
- Experience working with children or in an educational setting is desirable.

JOB SPECIFICATION

General Responsibilities

The post holder will be required to comply with Rockland St Mary & Surlingham Primary School's Code of Conduct for Staff and Volunteers.

Rockland St Mary & Surlingham Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in Rockland St Mary & Surlingham Primary School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

- Co-ordinate & support third party after school provisions
- Plan and lead some suitable activities;
- Act as the designated Safeguarding officer as required
- Take responsibility as First Aider as required
- Create a meaningful, calm, purposeful, orderly and supportive environment;
- To supervise pupils in designated areas (including playground or other external spaces as directed) during the After School Club time period, and to ensure their

safety, welfare and general conduct through appropriate application of the school's policies and procedures.

- Support children in their play;
- Follow the school procedures when dealing with poor behaviour or friendship difficulties;
- To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- To supervise and monitor a 'snack time' around activities
- To supervise the movement of pupils to and from rooms, including any personal hygiene requirements (e.g. hand washing).
- To assist in the clearance of any spillages and the wiping down, clearing or resetting of rooms & tables, as appropriate.
- To assist in the setting up and removal of furniture, where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance.
- 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;
- To identify and report any unauthorised visitors on school premises.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

HOURS OF WORK

Working weeks	Term Time only (normally 38 weeks).
Hours per week	10 hours per week
Normal Working Pattern	3:15pm to 5:45pm Monday to Thursday
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work of published CPD days, but you may be required to attend

REMUNERATION

Salary Details:

- Point 6 of the SET Support Staff Salary Scale
- **FTE** £21,968 per annum
- **Pro-rata** £4,954 to £5,041 per annum, including an allowance for holiday pay

The post holder will be entitled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Rockland St Mary & Surlingham Primary School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Rockland St Mary & Surlingham Primary School's Performance Management programme.