



Job Description
Extended Services Playleader for After-School Club
Job Grade: ME4

Responsible to: Extended Services Manager, Headteacher of Hillcross Primary School

Responsible for: Supervision of children after school.

Supervises: None

Contacts: The Head Teacher, other school staff, pupils and their parents, School Governors

Core purpose of the Extended Services Play Leader	As part of a team, secure the safety and welfare of pupils before and after school. This will involve effective supervision of pupils in and about the premises and site(s) of the school.
Responsibilities & Accountabilities	<ul style="list-style-type: none"> ● To assist in the day to day running of the after school while adhering to the schools' policies and procedures. ● To prepare and maintain a purposeful, orderly, safe and supportive indoor and outdoor environment. ● To plan and facilitate adult-led and child-initiated activities/experiences, following children's interests and inclusive of children's needs. ● To continually evaluate and reflect to ensure children's enjoyment and wellbeing when setting up and delivering such activities. ● To support children with Special Educational Needs and Disabilities to have equal access to provision through inclusive strategies, in liaison with the child's class teacher and SENCO. ● To provide children with the supplied drinks, snacks and food taking into account food hygiene procedures and ensuring that note is taken of children's food allergies /dietary requirements. ● Promote positive values, attitudes and good behaviour, dealing promptly with conflict and incidents in line with policies, and encourage children to take responsibility for their own behaviour. ● To ensure that each child's personal, social, emotional and physical needs are fully met and their development is supported both as an individual and as a member of a group. ● To foster children's independence and self-reliance. ● To ensure the safeguarding and wellbeing of all children, recording and reporting any incidents. ● Where appropriate, to provide personal care to a child, whilst at the same time encouraging their independence, as appropriate to the age of the child. ● To give basic first aid in accordance with school policy. ● To work closely with and provide feedback to parents on the wellbeing of their child as necessary on a regular basis. ● To establish positive relationships with parents/carers, and encourage and value their views in the development of the setting. ● Collaborate as part of a the wider school team by contributing to and participating in a range of the following:



	<ul style="list-style-type: none">● Planned meetings/briefings relating to both strategic and operational procedures.● Relevant courses/INSET, in accordance with priorities in the School Development Plan.● Completion, and regular updating of, First Aid and Basic Food Handling training.● Reading of weekly Briefing Minutes, regularly checking emails for updates and reminders. <ul style="list-style-type: none">● To undertake any other duties as may be required from time to time to meet the needs of the pre/after school club.● To have due regard to all aspects of Health and Safety.
Equal Opportunities	<ul style="list-style-type: none">● To share the schools' responsibility for tackling racism and promoting good race, ethnic and community relations. Implementing Equality policies fully and actively working to overcome and prevent discrimination on the grounds of race, religion, gender, disability, sexuality and status.
Safeguarding	<ul style="list-style-type: none">● To share the schools' and after school club's responsibility and commitment to safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the schools and Local Authority.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job title is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended.

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Signed: _____ Date: _____