JOSEPH HOOD PRIMARY SCHOOL
Whatley Avenue, Raynes Park, London SW20 9NS
Telephone: 020 8542 2471
Email:josephhoodprimary@josephhood.merton.sch.uk
Website: www.josephhood.merton.sch.uk
Executive Headteacher: Anita Saville
Head of School: Libby Wright
Assistant Head of School: Wendy Shepard

After School Club Play leader Job Description and Person Specification

Hours: 15 hours per week, 5 days a week, (term time only)
Scale: ME5 Pt5 (FTE £30,408) 3pm to 6pm

Accountable to:
Head of School

Job Purpose:
To work under the instruction/guidance of the ASC Manager/Senior Leadership team to provide high-quality, inclusive, safe and stimulating play opportunities for primary school children aged 3 to 11. The post-holder will assist in the day-to-day running of the after-school provision, ensuring a welcoming environment, supporting child-led play, preparing light snacks, and prioritising child safety and welfare at all times.

Key Responsibilities & Main Duties

Play Delivery & Child Care

- Plan, set up and deliver engaging, age-appropriate play activities (arts & crafts, outdoor sports, board games, quiet areas, and free play).
- Tailor support to meet the developmental needs of children across the full 3–11 age range (EYFS through Key Stage 2).
- Encourage child-led play, independence and positive social interaction among pupils.
- Establish constructive relationships with pupils and interact with them according to individual needs
- Actively supervise children during play to ensure a safe and happy environment.
- Promote the inclusion and acceptance of all pupils

Health, Safety & Safeguarding

- Adhere strictly to the school's Safeguarding and Child Protection policies, reporting any concerns immediately to the Club Manager/ Designated Safeguarding Lead (DSL).
- Assist with daily risk assessments of the play area, equipment, and resources before and during sessions.
- Administer basic First Aid when required (if qualified) and record all accidents/incidents according to setting procedures.
- Ensure accurate registers are taken at the start of each session and follow safe handover/collection procedures with parents/carers.

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Catering & Hygiene

- Assist with the preparation and serving of healthy, balanced afternoon snacks and drinks.
- Adhere to strict food hygiene standards, taking into account children's individual allergies, dietary requirements, and medical needs.
- Maintain a clean, hygienic, and organised setting, participating in daily tidying and equipment cleaning.

Pupil Behaviour & Wellbeing

- Promote positive behaviour using encouragement and supportive strategies in line with the school's Behaviour Policy.
- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to activities.
- Support children's emotional wellbeing, offering comfort and reassurance—particularly to younger children transitioning from the school day.
- Facilitate minor conflict resolution among children calmly and constructively.

Teamwork & Professional Standards

- Work collaboratively with other club staff, school teachers, and administration staff.
- Maintain professional and positive communication with parents, carers, and guardians during collection times.
- Participate in relevant staff meetings, training sessions, and continuous professional development (CPD) as required.
- Undertake any other duties commensurate with the grade and scope of the post as directed by the Club Manager.

General:

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Take part in the school's performance management and appraisal process
- Undertake some domestic duties as directed by school staff

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Working Conditions & Physical Demands

- **Environment:** Indoor hall/classroom spaces and outdoor play areas (playgrounds, fields) in all seasons.
- **Physical Effort**: Active role involving standing, walking, bending, setting up/packing away tables and equipment, and engaging in physical games with children.

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Please ensure your application clearly addresses, with evidence, this Person Specification.

	Selection Criteria	Essential/Desirable
Education and Qualifications	• GCSE or equivalent in Mathematics and English • NVQ 3+ or equivalent qualification • Current Paediatric First Aid Certificate (or willingness to undertake training) • Up-to-date Safeguarding / Child Protection Level 1 or 2 training • Basic Food Hygiene & Safety Certificate (Level 2)	Essential Desirable Essential Desirable Desirable
Knowledge and Experience	• Experience working or volunteering with primary-aged children (ages 3–11) • Experience delivering inclusive play, creative arts, outdoor games, or physical activities • Experience managing children's behaviour positively in an informal setting • Experience delivering inclusive play, creative arts, outdoor games, or physical activities • Experience handling transitions for younger children (Early Years / Reception age) • Awareness of Early Years Foundation Stage (EYFS) requirements for 3–5 year olds • Understanding of equality, diversity, and inclusive practice • Understanding of Health & Safety standards, including dynamic risk assessments • Strong understanding of Safeguarding procedures and	Essential Essential Essential Essential Desirable Desirable Essential Essential Essential

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	Keeping Children Safe in Education (KCSIE)	
Skills and Abilities	• Ability to contribute to the provision of a stimulating and well managed environment	Essential
	• Ability to switch engagement styles between a 3-year-old (nurturing) and an 11-year-old (co-play/independent support)	Essential
	• Excellent communication skills to connect with children, parents/carers, and school staff	Essential
	• Good teamworking skills and willingness to assist with setup, cleaning, and administration	Essential
	• Flexible, organised, hardworking and enthusiastic	Essential
	• Ability to handle medical emergencies or minor conflicts calmly and patiently	Essential
	• Able to work under the direction ASC Manager	Essential
Personal attributes and statutory requirements	• Enhanced Disclosure and Barring Service (DBS) clearance check (with Barred List check)	Essential
	• Reliable, punctual, and flexible to meet session hours	Essential
	• Energetic, approachable, patient, and empathetic attitude towards young children	Essential
	• Commitment to continuous professional development (CPD) and staff training	Essential
	• Act as a good role model and uphold the ethos of the school	Essential
	• 2 good references of recommendation	Essential

This post is exempt from the Rehabilitation of Offenders Act 1974. Any offer of employment will be subject to a satisfactory Enhanced Disclosure and Barring Service (DBS) check with Children's Barred List check, suitable references, and proof of eligibility to work in the UK.