**JOB DESCRIPTION – After School Play Leader**

1. **JOB DETAILS**

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| **Job Title** | After School Play Leader |
| **Band/Rate** | D11 £14.14 per hour |
| **Hours** | Hours per week 4.5 worked over 2 days (Tuesdays and Thursdays initially) |
| **Accountable to** | Headteacher |

1. **JOB PURPOSE INCLUDING MAIN DUTIES AND RESPONSIBILITIES**

To provide a caring, secure environment, through individual attention and group activities, and to organise an appropriate range of activities for the children within the setting.

Safeguarding the welfare of children, staff and parents/carers.

Your main duties will be to provide safe, high-quality care for children of primary school age, facilitating play opportunities and offering an appropriate level of support and stimulation for all children at the club.

You will:

* Be responsible for organising and assisting in play sessions both inside and outside. You will provide first aid provision and will be accountable for the children’s whereabouts and safety at all times.
* Assist with snack time, ensuring that hygiene and health and safety standards are met.
* Have excellent communication skills.
* Establish and maintain good working relationships with children and families.
* Be adaptable and able to work on your own initiative.
* Be willing to learn and able to work in a small team, working with colleagues preparing resources and planning.
* Engage with and support children’s learning through play, and generally support children with set activities.
* Consulting with children and involving them in planning activities.
* Supervise children.
* Setting up the play space including moving furniture and play equipment.
* To contribute to a programme of activities suitable for ages of the children.
* Promote inclusion

1. **ESSENTIAL REQUIREMENTS/QUALIFICATIONS OF THE POSTHOLDER**

* Experience in a childcare setting
* Level 2 Childcare Qualification is desirable
* Working knowledge of OFSTED requirements especially regarding Safeguarding
* Excellent communication skills
* Understanding the varied needs of children and their families.
* Understanding the issues involved in the delivery of quality play care.
* Able to work as part of a team.
* Sound judgement and common sense.
* Ability to deal confidently with a wide range of people in varying circumstances

1. **LEVELS OF RESPONSIBILITY**

* Follow the school’s health and safety policy, safeguarding, accident, and incident policies. Ensuring senior staff are informed of any of these occurrences.
* Ensure children are collected by someone known to the school.
* To support other staff and volunteers in the setting.

1. **JOB DESCRIPTION AGREEMENT**

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| Job Holder signature |  | Date |  |
| Manager signature |  | Date |  |