

The Hermitage Schools

Person Specification – After School Club Team Leader

Essential Criteria – must have	
Knowledge and Experience	<ul style="list-style-type: none"> • Good standard of general education. GCSEs in English and Maths at C or above. • Experience of working with children. • An understanding and commitment to equal opportunities and an understanding of religious and cultural diversity. • Basic understanding of food hygiene (Training will be provided).
Abilities & Aptitudes	<ul style="list-style-type: none"> • Ability to lead and work as part of a team. • The aptitude to develop the leader role within an education environment. • Good observation and accurate record keeping skills. • A quiet calm approach to working with children. • The ability to give regular, supportive feedback to team. • The ability to work with parents, encourage their involvement and welcome their feedback. • Empathy and ability to listen, communicate and respond appropriately to build relationships with all children. • Ability to plan and implement small group activities. • Provide and facilitate an inclusive, safe, stimulating and creative play environment. • Ability to be flexible when the occasion arises. • Passionate about raising standards for children. • Ability to meet children's individual needs. • Flexible, adaptable and positive attitude to working in a structured environment. • Ability to use initiative and work independently when needed. • Communicate well with a wide range of groups and individuals. • Willingness to attend training courses as required and obtain relevant childcare qualifications.
Desirable Criteria – should have	
Knowledge and Experience	<ul style="list-style-type: none"> • NVQ Level 2 in Childcare and/or previous experience working with children. • An understanding of good childcare practices. • An enthusiasm to work with children, and to undertake training and development to extend own knowledge and skills • A commitment to contribute to the maintenance of a successful provision. • Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression • Understanding of the role of a Leader, Playworker and parent in developing and maintaining an effective learning environment. • Experience of working with children aged 4 - 11 years.
Abilities & Aptitudes	<ul style="list-style-type: none"> • Ability to carry out duties without supervision. • The ability to contribute effectively to the workload and responsibilities of a team.

	<ul style="list-style-type: none"> • Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution
Advantageous – could have	
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of working in a setting following all policies and procedures, e.g. Safeguarding, Health & Safety, Hygiene, equal opportunities and confidentiality. • Knowledge of EYFS, KS1 and KS2 curriculum • A current First Aid Certificate / first aid working knowledge or Paediatric First Aid Certificate.
Abilities & Aptitudes	<ul style="list-style-type: none"> • Ability to communicate in a language other than English.

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Job Description – After School Club Team Leader

At The Hermitage Schools, we strive to achieve the highest quality learning environment for all children and staff.

This is achieved through

- Our Ethos and Culture
- Modelling positive behaviour and language
- Discussion about learning and meta cognition
- Making learning meaningful
- High levels of achievement are expected
- Everyone follows the plan, do, review cycle
- Respecting others cultures and belief

These aims are supported and work in conjunction with the school's 'assessment' and 'teaching and learning' policy.

Specific responsibilities attached to the role include:

- Inspiring, motivating and influencing pupils whilst maintaining the highest standards of teaching, learning and pupil behaviour management
- Being an excellent role model for all staff and pupils in all aspects of school life
- Being an exemplar for all school policies and practices

Responsible to:

The Executive Headteacher and the Governors.

Job purpose:

- To Lead and work as part of a team to ensure that the well-being, behaviour and personal development of children in the club is enhanced.
- To support the Leadership Team with their responsibility for the care of all children in the club. Use routine supervision and care skills to support children.
- To support children on the Special Educational Needs Register when appropriate.

Key tasks:

Support for children:

- To lead the team in the directed planning and implementation of the daily activities of the Club to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Providing safe, creative, appropriate play activities, preparation of activities, organisation of programme, etc.
- To provide activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour.
- Encourage children to self-select during snack/tea time, sit at the table with children when required and ensure water is accessible at all times for all ages.
- To facilitate children's general physical, emotional and educational development.

- To have high expectations of all children's behaviour.
- The post holder will act as a role model and be able to effectively communicate with children, parents, etc in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals, etc. The post is mainly reactive with little need for planning or evaluation.
- To work as part of a team to ensure that the well-being, behaviour and personal development of children enhances their life skills.
- To provide feedback to the Leadership Team on activities within the club.
- Treat with confidence information concerning individual children and families disclosed to you whilst in your care.
- Encourage parental involvement and support.

Support for the environment:

- To prepare a stimulating environment at the start of the session.
- To ensure the setting is left tidy and clean.
- To support the development of continuous improvement in both personal performance in the job and the work of the team.
- To assist in the development, monitoring, reviewing and progression of children.
- To share your strengths and knowledge with your team.
- To attend appropriate courses as they arise in order to keep up to date with educational thinking.

Care and support for children:

Attend to the day to day needs of children by:

- Provision of personal, social, hygiene, welfare and behaviour support. To assist with personal needs e.g.: toileting, where appropriate
- Assisting with children's movement around the school.
- Being familiar with the needs of the individual children and strategies to employ in order to help them make effective relationships.
- Promoting effective pastoral care for individual children, under guidance, and liaising with colleagues to provide accurate records.
- Reporting concerns and identifying possible solutions to the Leadership Team.
- Attend meetings as appropriate.
- Administering First Aid as appropriate.
- Liaise with parents, school representatives, other childcare/play, related agencies and visitors to the setting.

General Accountabilities:

- So far as is reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Health, Safety and Welfare policy, school policies and codes of practice.
- Work in compliance with the Codes of Conduct, Regulations and policies of The Hermitage Schools, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/ standards.

- To undertake routine administration jobs such as, photocopying, working on displays, or basic technical computer support.

Additional Information:

- The post holder will be expected to comply with the requirements of the Data Protection Act and maintain strict confidentiality and to further develop her/his knowledge, skills and experience whilst in post. You must ensure that you treat with confidence information concerning individual children and families disclosed to you whilst in your care.

Safeguarding and promoting the welfare of children

The Hermitage Schools are committed to safeguarding and promoting the welfare of children in the school and expects all staff to share this commitment. All staff involved with children (teaching and non-teaching) have a responsibility to be mindful of issues related to children's safety and welfare and a duty to report and refer any concerns.

This post is subject to enhanced clearance by the Disclosure and Barring Service.

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