



Job Description – Before and After School Club Leader

Owlcotes Multi-Academy Trust and its schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced Disclosure and Barring Service check (DBS).

We promote diversity and want a workforce which reflects the population of Leeds.

Post Title: Before and After School Club Leader

Pay Grade: B3

Post(s) to which directly responsible: Headteacher

Purpose of post: To provide a stimulating and effective curriculum, which will enhance children's emotional, social, physical, intellectual and language development. To provide high quality care that meets professional inspection standards. To promote the service in the community.

This post can be applied for as a combined role OR as a job share.

Responsibilities:

- To provide high quality child care for children and creative age appropriate activities;
- Ensure that a broad and balanced curriculum is provided that will meet the requirements of relevant national and local standards, such as the national curriculum and day care standards;
- Manage effective day-to-day running of the service, including the supervision of children and staff members;
- Plan and evaluate the service's activities;
- To adhere to established support plans for SEN pupils;
- To provide first aid, report any injury or accident, and ensure that health and safety regulations and guidelines are adhered to;
- Where appropriate, to supervise student placements;
- Manage administrative tasks associated with the service;
- To prepare and serve breakfast food and after school snacks;

Responsibilities cont:

- Attending staff meetings and training as directed;
- Be responsible for your own professional development;
- To adhere to and promote all Armley Park Primary School and Owlcoates Multi-Academy Trust policies and procedures.
- Ensuring that any information relating to pupils, families, staff or Governors which are learnt during the course of your employment is kept confidential;
- Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school;
- To provide professional support on issues relating to child protection to parents and outside agencies;
- To take responsibility for a group of children during any building evacuation;
- **To attend safeguarding training and to adhere to all policies and procedures relating to child protection and safeguarding.**
- To undertake any other duties that are commensurate with the post.

Relationships:

The successful candidate will be required to work flexibly to deliver an efficient service.

There will be regular contact with pupils, colleagues, other members of Trust staff, line managers, and internal and external customers.

Physical Conditions:

The post is currently based at Armley Park Primary School and is accessible by disabled persons.

This post is subject to an enhanced Disclosures and Barring Service check.

Armley Park Primary School operates a non-smoking policy.

Economic Conditions:

Grade: B3

Annual Leave: Term-time only roles do not have contractual entitlement to annual leave.

Hours: Breakfast Club (07.15am – 08.45am), After School Club (15.00pm – 17.30pm). **20 hours per week total, term-time only.**

This post can be applied for as a combined role or as a job share. If candidates are applying for a job share, working hours will be as follows:

- **Breakfast Club – 7.5 hours per week, term-time only.**
- **After School Club – 12.5 hours per week, term-time only.**

Conditions of Service: NJC conditions apply.

Qualifications:

The successful candidate should be willing to work towards appropriate qualifications during the course of their employment.

Prospects:

Promotion: Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual post holder.

Training: Armley Park Primary School encourages training both “in-house” and external to meet the needs of the individual and of the service.

Job Description Prepared/Reviewed by: Joe Wilson, 09/09/2021

Job Description Approved by: Emily Caine, 09/09/2021

Employee Specification:

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The ‘Essential Requirements’ indicates the minimum requirements, applicants lacking these attributes will not be considered for the post. The ‘Desirable Requirements’ are additional attributes to enable the applicant to perform the position more effectively. They are not essential, but may be used to distinguish between acceptable candidates.

SKILLS	Essential	Desirable	MOA
Able to communicate effectively with a wide range of people			A
Able to input/retrieve information from databases			A
Able to process documentation using Microsoft Word			A
Able to plan and implement creative activities for children			A / I
Able to work flexibly as part of a team and show initiative			A
Able to prioritise work to meet conflicting deadlines			A
Able to demonstrate good numeracy and literacy skills			A
Able to identify your own training needs			A

KNOWLEDGE/QUALIFICATIONS	Essential	Desirable	MOA
Knowledge/qualifications demonstrating ability in numeracy and literacy (GCSE English, Maths and Science qualifications at Grade C minimum (or equivalent))			A
Understanding and awareness of Child Protection issues and signs of abuse			A / I
Understanding of common Behaviour Management issues and strategies			A / I
Appropriate First Aid training			A

EXPERIENCE	Essential	Desirable	MOA
Experience of dealing with queries from a wide range of people			A
Experience of working in partnership with others to deliver work to set deadlines			A / I
Experience of participating in teams			A / I
Experience of working with primary age children			A / I
Experience of working with pupils with additional needs			A / I

BEHAVIOUR AND OTHER RELATED CHARACTERISTICS	Essential	Desirable	MOA
Will abide by Owlcoates Multi Academy Trust policies in the duties of the post and as an employee of the Trust.			A / I
Will carry out all duties having regard to an employee's responsibility under the Trust's Health and Safety Policies			A / I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives			A / I
Ability to respect sensitive and confidential work			A / I
Commitment to own personal development and learning			A / I

Method of Assessment (MOA): **A – Application Form, T – Test, I – Interview, C – Certificate**