

## Job Description

<b>Title of post</b>	<b><i>Breakfast &amp; After School Club Play Leader</i></b>
<b>Salary</b>	<i>Grade C/D SCP 3-6 £25,614 - £26.847 FTE (Actual Salary £11,334 - £11,880)</i>
<b>Hours of work</b>	<i>Part-time Mon – Fri 07:30am-08:40am &amp; 15:15pm-18:00pm Term Time Only 19.58hours per week</i>
<b>Line manager and responsible for reviews</b>	<i>Headteacher</i>

### Purpose of the Post

The core focus of this post is to ensure the provision of high quality out of hours school provision for children, within a positive, safe and happy environment. The post holder will do this by organising and providing an appropriate range of activities and food for all age ranges. Take a lead role in running the club.

The out of hours school club provides a safe environment for children prior or after school, encouraging and promoting healthy eating and creative play opportunities.

Starbeck Primary Academy is fully committed to safeguarding children and promoting their welfare and expects all staff to share in this commitment. All posts are subject to an Enhanced DBS with Barred List check.

This Job Description is furnished to assist staff joining Starbeck Primary Academy to understand and appreciate the work content of their post and the role they are to play in the organisation.

Whilst every endeavour has been made to outline the main duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake other reasonable duties commensurate with the purpose and salary level of this post.

Employees should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when the post is reviewed.

Northern Star Academies Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the School's Services.

Northern Star Academies Trust is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### Main Duties/Responsibilities

#### Operational Management

- Maintain a register of children
- Provide and prepare healthy snacks/refreshments to the children following food hygiene practices and clean up afterwards
- Plan, prepare and set up room
- Administer basic first aid as required
- Undertake the personal care of children as required, including toileting, dressing, sickness

- Ensure the children and young persons are supervised at all times
- Contribute to the development of club policies, procedures, aims and objectives
- Promote the club by creating promotional displays
- Ensure the equipment is maintained and stored appropriately

### **Communications**

- Close liaison with parents, colleagues and pupils
- Encourage parental involvement and support
- Promote healthy eating
- Report on the progress of the club and any issues of concern to school leadership team

### **Resource Management**

- Responsible for the purchase of resources, including food/drink and equipment

### **Management/Buildings and Infrastructure**

- Ensure the building is safe and secure for the children and young persons at all times
- Encourage, lead and support a team of playworkers/assistants ensuring good performance all the time
- Address performance or conduct issues promptly
- Provide induction and training to new staff members

### **Planning and Organising**

- Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities
- Monitor and evaluate the effectiveness of the club

### **Safeguarding**

- Responsible for promoting and safeguarding the welfare of the children and young persons
- Be able to recognise when a child or young person is in danger or at risk of harm and take appropriate action to protect them

### **Health and Safety**

- Be aware of and implement the schools health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.
- To work with colleagues and others to maintain health, safety and welfare within the working environment
- Ensure the safety of all children in the event of a fire/drill or other emergencies.
- Ensure all accidents and emergencies are dealt with according to the policy

### **Fluency Duty**

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role the post holder is required to meet the **Intermediate Threshold Level** and should demonstrate that they can express themselves fluently and spontaneously with minimal effort; only a conceptually difficult subject can hinder a natural, smooth flow of language.



*This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the role in relation to the post holder's professional responsibilities and duties.*