

<b>Salary:</b>	NJC Pay Scale, Grade C
<b>Responsible to:</b>	Line Manager
<b>Date of Job Description:</b>	150711

### **Purpose of the Role:**

To develop and deliver out of school activities to pupils (before and after school). Assist the before and after school manager to ensure the smooth running of activities.

### **Main Tasks and Responsibilities**

#### **General Duties:**

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

#### **Key Duties**

- Develop and deliver out of hours activities in line with the school's plan and objectives and including a variety of educational and recreational activities to meet pupil needs

- Undertake the supervision of pupils at all times, monitoring them and ensuring their safety and well-being (including entry to and exit from the premises)
- Assist in the set up and clearing of the premises, ensuring equipment is clean and safe
- Supervise and co-ordinate staff
- Assist with the day-to-day administration of the Before and After School provision, including record-keeping for pupils, parents / carers
- Develop good relationships with pupils, parents / carers and other school staff.
- Communicate with pupils to encourage participation in activities, support learning, development and healthy eating
- Regular supervisory responsibility for the work of other before and after school staff, which may include line management responsibility
- Supervises groups of pupils in recreational, learning and developmental and outside activities, under the direct instruction of senior staff
- Maintain confidentiality and adhere to safeguarding procedures

#### **Individuals in this role may also**

- Produce reports/evaluations of Before and After School provision
- Oversee the preparation of healthy snacks/food
- Collect payment of fees
- Work under the direction of senior staff
- Demonstrate own duties to new or less experienced staff with no formal supervisory responsibility

#### **Indicative knowledge, skills and experience**

- Knowledge, skills and/or qualifications in play work/childcare provision according to national requirements by the type of setting.
- Knowledge of procedures and techniques for leading play activities equivalent to national qualifications level 3 or equivalent experience
- Experience of delivering physical activities inside and outside the classroom.