

JOB DESCRIPTION

READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: The Hill Primary School
Job Title: After School Club Leader	Grade/Salary Range: RG4 sp 11-22 Evaluation Code T1187 (April 2019)

JOB PURPOSE

The day to day management and operation of The Hill Primary School's After School Club, including staffing, finance, purchasing and safeguarding. Ensuring the After School Club provides high quality care and that all children are safe.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to the Headteacher

MAIN DUTIES AND RESPONSIBILITIES

Below Gateway

- Lead the team of After School Club Assistants, motivating them to provide first class care to all pupils.
- Deliver a variety of age appropriate indoor and outdoor activities, ensuring all staff members are fully engaged in supporting pupils.
- Follow up any unexpected absences from the club in a timely manner and ensure all pupils are handed over to their parent or carer following the correct procedures.
- Ensure all accidents are recorded correctly and reported to the parent or carer in a timely manner.
- Liaise with the Finance Assistant/Admin team to ensure the smooth running of the club with regards bookings and registers.
- Manage the staff rota and arrange cover for staff absence if required.
- Feed back to the SLT any issues regarding continual late pick ups and pupil behaviour issues.
- Ensure all staff have an awareness of pupils with allergies or medical conditions, and appropriate support that may be required.
- Work alongside the caretaker to ensure the location of the club and the activities undertaken can be managed effectively within the daily functioning of the school.
- Ensure the club operates within the agreed policies for child safeguarding, health & safety, behaviour management and special educational needs. Fire drills to be undertaken termly.
- Compiling and ordering provisions for pupil's snacks.
- Ensure that all food preparation follows relevant regulatory guidance and that all staff's training is kept up to date.

- Provide monthly staff timesheets for Payroll purposes.
- Raising purchasing requests for After School Club Equipment working within the annual budget set.
- Ensure that there is an area set aside to allow children to do homework.

Above Gateway

- To liaise with SLT regarding behaviour and guide club staff in different approaches to behaviour management.
- Coaching and supporting staff to assist pupils with challenging special educational needs in conjunction with the Senco.
- To monitor expenditure within the Club budget for materials, resources and food provision.
- Assist with management of the club budget and overall profitability, working alongside the School Business Manager to explore options to increase revenue and ensure ongoing viability.
- Ongoing evaluation of the provision and take a pro-active approach in ensuring the activities undertaken by the pupils offer sufficient variety and meet the needs of all the pupils attending.
- Be a Designated Safeguarding Lead (DSL)

SCOPE OF JOB (Budgetary/Resource control, Impact)

Management of the After School club within budgetary constraints, ensuring pupil care and safety is met at all times by complying with legal staff:child ratios.

SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST

What level of CRB check is required for this post?
Health and Safety
Food Hygiene Certificate

**Enhanced
Level 1/2**

PERSON SPECIFICATION



Reading Borough Council	Department/Directorate: Education
Job Title: After School Club Leader	Post Reference No:

Qualifications/Education/Training:

NVQ3 qualification in either Childcare and Development or equivalent
Universal safeguarding
Paediatric First Aid

Experience:

Relevant experience in a child care establishment
Experience of managing people

Skills and Abilities:

Child centric approach
Ability to work under own initiative
Good organisation and supervisory skills
Punctual
Good communication skills

Specific Working Requirements: