

Extended School Club Playleader Job Description

Turnditch CofE Primary School is an academy under the Derby Diocesan Academy Trust. We are very much a 'family' school and being able to offer the right wrap-around care is important to our parents and pupils.

The school is looking for an energetic and highly motivated practitioner to lead our Extended Schools provision (Breakfast and After School clubs).

The Play Leader will be supported by Headteacher and the candidate will be passionate about education and the opportunities a good quality school experience can provide to all children.

Our ideal candidate will be able to deliver inspirational play experiences in a stimulating environment and be committed to excellence, inclusion and challenge.

If you are ready for a new and exciting challenge we will offer you:

- A competitive salary to attract the best
- Support and training to help you develop
- A friendly, positive and supportive working environment

Main purpose of Role:

- To provide safe, high-quality play and learning opportunities for children.
- Be responsible for the day-to-day organisation and operation of the club.

Key Responsibilities:

- The post holder is responsible to the Headteacher and Governing Body for his/her duties, responsibilities and tasks.
- The post holder will adhere to the school's values and vision; abiding by the agreed policies and procedures to ensure provision is of the highest quality
- The post holder will be responsible for the pastoral care and safeguarding of the children within their sessions, ensuring that children's safety, wellbeing and welfare are at the forefront of all they do.

Summary of Duties:

- Create wide and varied timetables of differing activities for after school provision
- Communicate effectively with parents, families and children to determine needs and preferences
- Be responsible for providing high quality activities, offer appropriate stimulation and support to the children.
- Provide safe, creative, appropriate play opportunities, preparing and organising the activities programme.
- Manage the club within a friendly and supportive atmosphere.
- Liaise and maintain good communication with the school office staff to ensure the smooth running of the club.
- Provide full care for the children including maintaining a register of children attending the club, following up any unexpected absences and the safe delivery to parents and/or named carers.
- Undertake shopping for and provision of food supplies for the club, working within our school Food Policy.
- Ensure that the after school provision is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
- Ensure records are properly maintained e.g. register, policies, accident and incident book
- Ensure that all legal and statutory requirements are implemented, and provide reports as required.
- Contribute to, update and implement all club policies and procedures working in sympathy with existing school policies.
- Attend meetings as appropriate
- Carry out all responsibilities and activities within an equal opportunities framework

- Work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety
- Give basic first aid to minor injuries
- Build and maintain successful and supportive relationships with the pupils, treat them consistently and with respect
- Know individual children's medical and dietary needs, acting accordingly
- Provide the children with a snack at the end of school
- Ensure that the children's property is stored safely and that they take the correct belongings home
- Clear and tidy the areas used in and outside the school
- Clear and clean the areas used for preparing food