



## Job Description & Person Specification

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**Job Title:** Kids Club Activity Leader

**Scale:** Scale 2

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**Job Purpose:**

- To provide a high quality, child-centred play setting.
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**Reporting Arrangements**

**Reporting to:** Kids Club Manager

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**Main Responsibilities:**

- Provide a high quality, child-centred play setting that meets the needs of all children and their families, including those with additional needs.
  - Assist in the day-to-day organisation and operation of the setting in line with Trust policy.
  - Provide a safe, stimulating environment, ensuring toys and resources are properly used, maintained and stored, reporting any worn/damaged materials to the Manager.
  - Supervise children, organising/preparing appropriate play-based activities and ensuring the environment is left in a clean and tidy condition at the end of each session.
  - Ensure the safety of all children in the event of an emergency and administer first aid when necessary.
  - Record and monitor the safe arrival and departure of children in line with agreed policy.
  - Communicate effectively with parents and carers.
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**Trust Responsibilities:**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).

- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

### **Safeguarding:**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

### **Core Behaviours:**

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

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| ➤ <b>Adaptable</b>    | - Open to change, to be flexible.  |
| ➤ <b>Courageous</b>   | - Willing to speak up, offer ideas, challenge the norm.                      |
| ➤ <b>Hard Working</b> | - Strong work ethic, prepared to go the extra mile.                          |
| ➤ <b>Inclusive</b>    | - Treat others fairly and equally.   |
| ➤ <b>Engaged</b>      | - Involved/absorbed in your work, participate at all times.                  |
| ➤ <b>Value</b>        | - Add value to your role, your team and the Trust.                           |
| ➤ <b>Enquiring</b>    | - Have an enquiring mind, curious, improve and find solutions.               |
| ➤ <b>Motivated</b>    | - Pro-active, wanting to achieve goals, willingness to try, can do attitude. |
| ➤ <b>Encouraging</b>  | - Giving/offering support and confidence to others, working together.        |
| ➤ <b>Navigator</b>    | - Providing guidance, leading when necessary.                                |
| ➤ <b>Tenacious</b>    | - Perseverance, never giving up, whatever it takes.                          |

**Person Specification:**

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Sound educational background</li> </ul>	<ul style="list-style-type: none"> <li>• GCSE's Maths and English (A*-C, 4-9) or equivalent</li> <li>• L3 or above in a relevant childcare qualification</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to support play activities that children enjoy</li> <li>• Ability to contribute to a safe and calm play-based environment</li> <li>• Understands the value of play-based learning</li> <li>• Ability to work with the Manager to plan and deliver activities to meet a range of needs and interests</li> <li>• Ability to help prepare snacks</li> <li>• IT Skills including Microsoft Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children aged 4 – 11 years</li> <li>• Experience of working with young people who have additional needs</li> <li>• Experience of working in an educational setting</li> <li>• Recognise the importance of confidentiality</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual</li> <li>• Problem solving</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	
<b>Other Qualities</b>	<ul style="list-style-type: none"> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> <li>• Willingness to undertake further training</li> <li>• Commitment to safeguarding and promoting the welfare of children</li> </ul>	