



Aspley Guise Village School

Growing Together, Aiming High

Spinney Lane, Mount Pleasant, Aspley Guise, Bedfordshire, MK17 8JT

Telephone: 01908 582245

Email: office@aspleyguise.school

Website: www.aspleyguise.school

Headteacher: Mr Jamie Brown B.A. (Hons), N.P.Q.H, M.A. (Ed)

JOB TITLE	Wrap Around Care Leader: Early Birds and After School Club
GRADE	SCP 4 Term Time only
HOURS OF WORK	Monday to Friday, Term Time Only 7.45am – 8:45am and 3:30pm-6pm
RESPONSIBLE TO	Headteacher
MAIN PURPOSE OF THE JOB	<p>To be responsible for the development and daily running of Early Birds and After School Club, providing a safe and caring environment in line with statutory guidance, where children can enjoy a range of play, learning and leisure activities.</p> <p>To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children.</p> <p>To build links and work in partnership with parents and professionals to promote the wellbeing of the children.</p>

Key Accountabilities

1. To plan and develop appropriate activities to ensure relevant national standards and guidance are met at all times and to take a key role in suitably equipping the club in order to support children's physical, emotional, social and intellectual development considering ethnic, cultural and linguistic backgrounds where appropriate.
2. The Early Birds/After School Club Leader has the responsibility of ensuring that the club runs smoothly; this involves the club being open on time for parents/carers. The safe and happy play environment of the club depends on the management skills of the Leader. This involves ensuring the site is safe and welcoming at the beginning and that the site is left as it was found, with all equipment been put properly away.
3. To provide positive and firm behaviour management in line with the school's behaviour policy. To deal with cases of unruly or unsocial behaviour by pupils where appropriate and report relevant incidents to the Headteacher.
4. To contribute to the review of any policies and procedures ensuring that they are understood and followed by everyone.
5. To be responsible for the preparation required for any inspections of the club e.g. Ofsted, and action any recommendations that may result from an inspection.

6. To carry out basic administration and financial procedures, ordering and purchasing in accordance with school systems. To keep up to date records and ensure the club complies with relevant new legislation, procedures and requirements, including hygiene, health and safeguarding regulations.
7. To support the school to market the provision, monitor the number of places being used and how the resources (staff, premises, equipment) are utilised to ensure that the club is sustainable and runs in the most efficient and effective manner.
8. To provide light healthy snacks and drinks for the pupils in line with food hygiene standards.
9. To identify any potential child protection related issues related to specific children or to the overall running of the club, liaising with the Headteacher as appropriate. To be aware of and to implement national and local guidelines, and the school's Child Protection and Safeguarding policies in order to ensure the well-being of children.
10. To develop and maintain good communication with all and the wider community
11. To consult with parents and children on the quality of provision and to regularly undertake self-evaluation of the club.

Signed: _____

Date: _____

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Person Specification

JOB TITLE	Early Birds /After School Club Leader
GRADE	SCP 4

Education, Training and Qualifications

Essential:

- ✓ Good standard of general education
- ✓ A childcare qualification e.g. NVQ in Childcare/Playwork or similar or employment at the school in the capacity as a Teaching Assistant
- ✓ Willingness to attend training courses
- ✓ Commitment to ongoing professional development

Desirable:

- ✓ Relevant First Aid training

Knowledge

Essential:

- ✓ Basic understanding of food hygiene
- ✓ An understanding of relevant national regulations and guidance
- ✓ Knowledge of policies and procedures relating to Child Protection, Safeguarding, Health & Safety and Equal Opportunities

Skills and Abilities

Essential:

Ability to:

- ✓ Plan, prepare and deliver a variety of activities for children on a daily basis
- ✓ Act as a role model for all children
- ✓ Provide and facilitate an inclusive, safe and creative environment
- ✓ Communicate well with a wide range of groups and individuals
- ✓ Work on own initiative and use sound judgement and common sense
- ✓ Carry out all responsibilities within an equal opportunities' framework
- ✓ Maintain confidentiality inside and outside of the workplace
- ✓ To take on and promote the positive ethos of the school
- ✓ The ability to analyse tasks and how they may be best achieved
- ✓ To be able to work effectively under pressure

Desirable:

- ✓ Previous experience of working with young children

Aspley Guise Village School is committed to safeguarding and promoting the welfare of children, and expects all its staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring Service check.