

JOB DESCRIPTION

THE PARTNERSHIP TRUST

NAME:

POST TITLE: After-School / Breakfast Club Leader

GRADE: BANES Grade 4

RESPONSIBLE TO: Headteacher

DATE:

DISCLOSURE LEVEL: Enhanced

1. JOB PURPOSE

The primary purpose of this post is to promote and lead a range of active play opportunities after school. The post holder will also be responsible for the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration.

2. MAIN DUTIES AND RESPONSIBILITIES

- To supervise staff and children during activity and refreshment time, allocating duties as necessary and taking part as appropriate. The Manager should be continually monitoring all activities.
- To be responsible for organising the duties and rotas of the Assistants. To include arranging temporary cover when absences occur, managing and monitoring the number of children attending sessions to ensure adequate staffing levels, arranging and holding planning meetings with staff.
- To be responsible for planning, preparing, monitoring effectiveness and taking part in activities to stimulate and support children's intellectual, physical, social, language, emotional and play development.
- To be responsible for ensuring that the environment where children are engaged in active play is safe and stimulating and that there are adequate and appropriate activities available for each session.
- To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Where appropriate, to organise the preparation, serving and clear up of refreshments, having due regard to health and safety in food preparation. To include awareness of the school's healthy school status and policy.
- To be the link person between the Headteacher, parents, staff and management committee as appropriate.
- To have knowledge of and comply with the school's policies and procedures that impact on the duties of the post holder. In particular to ensure that the school's Health and Safety Policy and Child Protection Procedures are adhered to.
- To liaise with the appropriate person if there are any concerns regarding health and safety.
- To organise the storage of equipment, keeping it tidy and in good condition. To maintain all supplies of provisions and materials in order to provide a range of activities. At the end of a session ensure all equipment is cleared and locked away, leaving the building clean and tidy.
- To ensure new children, staff and volunteers are aware of emergency procedures and any appropriate policy.

- To be responsible for maintaining records and ensuring confidentiality and registration and consent forms are completed for each child.
- To be responsible for petty cash in order to purchase day to day supplies. To purchase these where appropriate and maintain receipts for expenditure.
- Where appropriate, to compile lists of children for collection each week and give to Assistants as appropriate.
- To administer basic 1st Aid where appropriately trained and inform the parent and class teacher of any incident (and action taken). To include obtaining the parent's signature to confirm that they have seen the incidents report where required.
- As part of each session ensure children are supervised to and from the relevant area of the school passing on any necessary information to the class teacher.

3. QUALIFICATIONS AND EXPERIENCE

Essential

- Able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.
- All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.
- An ability to relate well to both children and adults and to work constructively as part of a team.
- Appropriate knowledge of first aid.
- Appropriate knowledge of food hygiene.

Desirable

- Either NVQ3 in Play work or NVQ3 in Early Years Care and Education or equivalent qualification (i.e. NNEB, Teaching Assistant qualification)
- Or have a minimum 5 years relevant satisfactory experience as a Play Leader or Teaching Assistant demonstrating a relevant skill level plus a willingness to undertake the NVQ3 in Play work or NVQ3 in Early Years Care and Education.
- First Aid qualification
- Food hygiene qualification
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures.
- Training in relevant strategies i.e. social, emotional and behaviour skills.

4. PHYSICAL EFFORT

The post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. preparing the classroom, putting out and packing away tables and play equipment, assisting and engaging with children and with activities. There may be an increased level of physical effort required for children with personal or specialist needs.

5. WORKING ENVIRONMENT

During periods of supervision outside in the playground, there will be an expectation that the post holder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

6. GENERAL

The post holder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

This Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.