



## **Job Description**

**Post title: After School Club Lead**

**Pay £22,367.00 FTE – Pro Rata £2,498.96**

**Reporting to: Senior Administrator and the Principal**

**Hours: 3pm to 6pm, Monday - Friday**

**Working 39 weeks of the year (term time plus Inset days)**

**Duration: Permanent subject to satisfactory 6 months' probation period.**

### **Purpose of the job:**

To lead and be responsible for the day to day organisation of the After School provision at Hope Community School, providing high standards of care and play opportunities for children between the ages of 5 - 11 years old in a safe and secure environment.

### **Hours:**

3pm-6pm

**Additional Hours/Overtime** – Additional, optional, overtime hours are available for the Breakfast Club which operates from 7.45am-8.30am.

### **Summary of main duties:**

- To contribute to the provision of a friendly, caring, safe and secure environment
- To participate in the organisation, preparation and evaluation of the After School Club, organising a programme of purposeful and stimulating activities and events that will contribute to the social and personal development of children.
- To prepare snacks and food, supervision of children whilst eating, cleaning away and washing up.
- Establish good relationships with children – interact positively with children, encouraging cooperation and mutual support.
- Encourage good behaviour by using praise and reward and taking appropriate action with poor behaviour in line with the school's behaviour policy.
- To communicate effectively with parents and relevant outside agencies and establish trusting and cooperative relationships with parents and carers.

- To be responsible for the safety and security of the building and equipment during the period on duty, including ensuring that damage is prevented and action taken to make safe defects or report damage.
- To exercise a duty of care and take any necessary action to ensure the health and safety of young people and staff involved in the session or other premises users.
- To participate in training and staff meetings as required in order to fully develop the range of skills and knowledge to satisfy the requirements of the post.
- Recognise the quality that the After School Club has an impact on learning and on pupils' attitude to school.
- To promote equality of opportunity and anti-discriminatory practice by acting as a positive role model to the children.
- To refer all enquiries, complaints etc. from club users and potential users to the Senior Administrator or Principal
- To ensure implementation of relevant emergency procedures including administering and recording First Aid incidents.
- To ensure that procedures are completed in line with registration guidelines.

### **General School Maintenance:**

All staff at Hope Community School contribute to the efficiency, organisation and success of the school.

1. Taking responsibility for organising and maintaining a quality learning environment following the agreed protocol for the maintenance of a quality learning environment.
2. Carrying out minor repairs of equipment or referring to the Site Manager or School Office to organise for the repairs to take place.
3. Using any specific skills or expertise where possible, for example skills in ICT, sewing, literacy, art etc. and to take on additional responsibilities at the request of the Principal.
4. Undertake any other reasonable duties within the overall function, commensurate with the grading and level of the responsibility for the job.
5. To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the School's Policy Document.
6. The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for who s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the role, the job holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Child Protection Officer or to the Principal.

**Person Specification:**

	<b>Essential</b>	<b>Desirable</b>
Qualifications	<ul style="list-style-type: none"><li>• Good numeracy and literacy skills</li><li>• Basic Health and Safety knowledge</li></ul>	<ul style="list-style-type: none"><li>• A relevant childcare qualification (at least NVQ2 or similar)</li><li>• Valid First Aid Certificate</li></ul>
Experience	<ul style="list-style-type: none"><li>• Working with or caring for children of relevant age</li><li>• Working as part of a team to achieve objectives</li></ul>	<ul style="list-style-type: none"><li>• Previous experience of a similar role</li></ul>
Knowledge and skills	<ul style="list-style-type: none"><li>• Excellent spoken English and all round communication skills</li><li>• Basic understanding of child development and learning</li><li>• Ability to relate well to children and adults from a wide range of social and cultural backgrounds.</li><li>• Ability to work constructively as part of a whole school team</li><li>• Awareness of what constitutes healthy eating</li><li>• Ability to think creatively and build upon existing learning activities</li><li>• Knowledge of pupil's behaviour patterns and appropriate ways of managing individuals and groups</li><li>• Calm and confident manner</li><li>• Ability to use own initiative to deal effectively and sensitively with minor accidents, injuries and other incidents involving children whilst still following relevant school and statutory requirements</li><li>• Able to maintain confidentiality at all times about school issues, within school and in the wider community</li><li>• Ability to recognise the demands of a school environment and work flexibly with colleagues and service users.</li><li>• Understanding of Child Protection in a school setting.</li><li>• Commitment to attend training on and off site if required</li></ul>	<ul style="list-style-type: none"><li>• Understanding of relevant policies and codes of practice and awareness of relevant legislation</li><li>• General understanding of national/foundation stage curriculum, and other basic learning programmes/strategies</li></ul>

**Holiday Entitlement** - Required to work for and paid for 195 days each year or 39 weeks. Entitled to all school holidays but are required to attend during term time, including training days.