JOB DESCRIPTION

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| Post Title: After School Club Leader | | Director/Service/Sector: Hexham East First School | | Office Use |
| Grade: 4 | | Workplace: Hexham East First School | | JD ref: S1334 |
| Responsible to: Head Teacher and School Business Manager | | Date: | Manager Level: |
| Job Purpose: To provide safe, high quality after school care for children 3-10 years of age. To fulfil legal and statutory requirements.  To contribute to and implement out of school policies. | | | | |
| Resources | Staff | Occasional volunteers | | |
| Attendance | | Record and report attendance to SBM | | |
| Physical | | The maintenance of a safe (adhering to risk assessments) and stimulating environment. | | |
| Clients | | Children 3-10 years of age and their parents/carers | | |
| Duties and key result areas:  1. Work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills.  2. To routinely risk assess the ASC provision (in collaboration with the SBM) to ensure a healthy, safe and secure environment is maintained.  3. To be the designated person for child protection in the out of school club. To ensure any child protection concerns are acted upon immediately and appropriately.  4. To be responsible for the day to day administrative and organisational needs of the provision. To ensure records are properly maintained e.g. daily registers and accident forms.  5. To administer First Aid as appropriate.  6. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child.  7. To provide support and supervision to play workers/volunteers.  8. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety.  9. To encourage parental involvement and support for the club. To exchange information regularly re. activities  10. To undertake statutory training as required and additional training as agreed to meet continuous professional development needs.  11. To liaise with the SBM and any other professionals as deemed necessary to ensure that all legal and statutory requirements are implemented.  12. To undertake any other reasonable duties in accordance with the after school mission statement.  The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis. | | | | |
| Work Arrangements | | | | |
| Transport requirements:  Working patterns: | | None  Monday – Friday, 7:30am - 9:00am and 3.00pm - 6:00pm. Variable hours 18-22.5 hours  Term time only. | | |

PERSON SPECIFICATION

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| Post Title: After School Club Leader | Director/Service/Sector: Hexham East First School | JD ref: S1334 | |
| Essential | Desirable | | Assess  by |
| Knowledge and **Qualifications** | | | |
| A recognised level 3 or above childcare/playworker qualification.  Evidence of child protection training and a current paediatric first aid certificate.  Food Hygiene certificate.  A satisfactory Enhanced CRB check which confirms suitability to work with children.  A good knowledge and understanding of Health and Safety requirements. | Willingness to attend further training courses and meetings as required to keep up to date with current good practice. | | a,i,r |
| Experience | | | |
| Minimum of 2 years’ experience in a supervisory role within a childcare setting. | Experience within an after school club.  Experience of providing activities for mixed age/ability groups. | | a,i,r |
| Skills and competencies | | | |
| Sound understanding of child development and of children’s needs.  The ability to plan and implement an out of school curriculum.  Ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community.  The ability to work as part of a team and on own initiative as appropriate.  Commitment to and understanding of equality, diversity and inclusive practice.  Reliable and enthusiastic. |  | | a,i,r |
| Physical, mental and emotional demands | | | |
| A professional approach and calm manner in all situations – a role model at all times.  Ability to prioritise and be adaptable/flexible in approach.  Ability to create and maintain a stimulating and enjoyable environment.  Maintain confidentiality |  | | a,i,r |
| Motivation | | | |
| A commitment to young children and families.  A commitment to the provision of a high quality service and achieving customer satisfaction. |  | | a,i,r |
| Other | | | |
| To undertake any other reasonable duties in accordance with the out of school club mission statement |  | | i |

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

**N.B. Hexham East First School is committed to safeguarding and promoting the welfare of children. All applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and an Enhanced disclosure via the Criminal Record Bureau. References will be requested for all short listed candidates.**

**This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders made against them**