

JOB DESCRIPTION

Post Title: Out of School Club Leader		School: Shanklea Primary School		Office Use	
Grade: 4				JE ref: S1111	
Responsible to: Out of School Club Leader		Date: September 2013		Manager: Headteacher and School Governors	
Job Purpose: To provide safe, high quality after school care for children 4 – 11 years of age.					
Resources	Staff	Play workers/volunteers			
	Finance	Collecting fees and issuing receipts to parents/carers.			
	Physical	The maintenance of a safe and stimulating environment.			
	Clients	Children 4 – 11 years of age and their parents/carers			
Duties and key result areas:					
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.					
1. To support the Headteacher in ensuring the club meets the standards set by OSFTED for out of school provision.					
2. 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.					
3. To routinely risk assess the OSC provision to ensure a healthy, safe and secure environment is maintained.					
4. 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.					
5. To be responsible for the day to day administrative and organisational needs of the provision. To liaise with the school secretary, ensuring records are properly maintained e.g. daily attendance registers, accident forms and incident log and correspondence is passed to parents and to the office.					
6. To administer First Aid as appropriate.					
7. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. These must also meet EYFS outcomes and fit within the guidance of school policies and procedures.					
8. To be responsible for implementing systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed.					
9. To provide support and supervision to play workers/volunteers and arrange staff cover depending on the attendance of the Out of school club.					
10. To consult with team members, children and parents and involve them in the planning of activities and snacks.					

11. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety. 12. To encourage parental involvement and support for the club. To exchange information regularly re: activities and child's progress. 13. To undertake statutory training as required and additional training as agreed to meet continuous professional development needs. 14. To liaise with the Head Teacher, Governors, OFSTED, NCC and any other professionals as deemed necessary to ensure that all legal and statutory requirements are implemented. To provide reports as required. 15. To undertake any other reasonable duties in accordance with the after school business plan/objectives. 16. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.		
Work Arrangements		
Physical requirements:	Transport requirements: None	
Transport requirements:	Working Patterns: Monday – Friday, 8.00-8.45a.m/ 3.15 – 5.30pm. Term time only.	
Working patterns:		
Working conditions:		

PERSON SPECIFICATION

Post Title: Out of School Club Leader	Service: Shanklea Primary School After School Club	Ref: S1111
Essential	Desirable	Assess by
Knowledge and Qualifications		
A recognised level 3 or above childcare/playworker qualification. Food Hygiene certificate. A satisfactory Enhanced CRB check which confirms suitability to work with children. Health clearance for role.	Evidence of child protection training and a current paediatric first aid certificate. 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
Experience		
Minimum of 2 years experience in a supervisory role within a childcare setting. Experience of providing activities for mixed age/ability groups.	Experience within an after school club.	A, I
Skills and competencies		
Sound understanding of child development and of children's needs. 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. The ability to lead and manage staff to deliver high standards and results. Commitment to and understanding of equality, diversity and inclusive practice. Reliable and enthusiastic.	The ability to plan and implement an out of school curriculum.	A, I, G
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 adaptable/flexible in approach. Ability to create and maintain a stimulating and enjoyable environment. Maintain confidentiality		I, R, G
Other		
Motivation A commitment to young children and families. A commitment to the provision of a high quality service and achieving customer satisfaction.		I, R
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		