

Job Profile

After School Club Leader Grade D

Group: Learning & Children

Location: Ryton Infant and Junior School Federation

Service: Care, Wellbeing and Learning

Line Manager: Executive Head Teacher

Job Purpose

To coordinate the after school childcare provision ensuring learning and development opportunities are provided in an appropriate environment

The key roles of this post will include:

1. Providing a safe and secure environment in which children can learn and socialize in compliance with school policies and procedures
2. Planning, delivering and monitoring age appropriate activities that engage children in all aspects of play, activities and conversation
3. Maintaining lists of current and potential children and account for income and expenditure, including liaising with the school business manager
4. Liaising with parents/carers on a daily basis including receiving monies, pupils and belongings, providing them with feedback when necessary and responding to parental enquiries to ensure good relationships and communications are maintained
5. Ordering and monitoring of adequate food requirements
6. Preparing and serving healthy snacks with due regard to health and hygiene requirements including assisting children to select options.
7. Cleansing of the after school club equipment and area after use ensuring equipment is appropriately stored
8. Undertaking with or without the executive head teacher regular meetings to address issues related to the childcare provision
9. Delivering pupils into class and provide relevant information to school staff
10. Supervising the after school club staff including identifying training needs and ensuring adequate staffing levels are maintained
11. Being responsible for improvements to the child care provision following feedback, legislative changes etc....
12. Such other responsibilities allocated which are appropriate to the grade of the post

Essential

Desirable

Knowledge of:

- basic health and safety requirements
- food hygiene
- child protection
- child development and learning
- supervising staff

Experience of working with children that is recent and relevant

Qualifications:

- Level 3 Teaching Assistant/Early Years/Play work or equivalent
- Current Paediatric First Aid Certificate

Competencies

Communication	Expressing ideas and information clearly and in a way which helps people to understand the message.
Teamworking	Working with other Council employees to achieve results and develop good working relationships.
Dealing with customers/service users	Putting the customer/service user first and giving excellent service.
Being flexible	Adapting to change and working effectively in a variety of different situations.
Learning & developing	Actively improving yourself by developing new skills and knowledge, and learning from past experiences.
Making things happen	Organising yourself and taking responsibility for achieving results.