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| **job title:** | After School Club Lead  |
| **grade:** | SCP 6 – £19171.00 pro rata |
| **Hours:** | 15 hours per week - term time only – Temporary post until July 2020 |
| **location:** | Teesville Academy |
| **responsible to:** | Heads of School |
| **job purpose:** |  |
| To create high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the Club, including those with special needs. To be responsible for delivery of activities within the provision, leading the general administrative/clerical/financial duties in the Club, but not management of the Club budget. |
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| **In addition to the following duties, the post holder may be required to undertake any of the duties normally associated with the After School Club Lead post*** To plan, deliver and evaluate a varied programme of high quality play opportunities in a safe environment
* To lead in the development of independent social skills
* To undertake duties such as, cleaning club room and toys, reporting any damages and tidying up etc
* To report a child’s problems/achievements to parents as necessary
* To liaise with parents to enable the effective operation of the Club
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| * To administer basic/paediatric first aid –training will be given
* To take care for their own and other people’s health and safety.
* To be responsible for taking bookings for After School club and ensuring the appropriate ratios are adhered too
* To manage staffing and ensure appropriate staffing ratios are adhered too
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| * To maintain registers of attendance/absence and other child records
* To support the promotion of positive relationships with parents and outside agencies, including communicating effectively with parents on a regular basis
* To ensure confidentiality is maintained where appropriate
* To follow safeguarding policies and procedures at all times including logging any incidents / concerns on CPOMs
* To review the After school club policy as and when needed
* And any other duties commensurate with the post grading.
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| Professional Values and Practices* Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
* Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
* In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
* Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
* Reflecting upon and seeking to improve personal practice.
* Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
* Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.
* Building and maintaining successful relationships with pupils, parents/carers and staff.

The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with.The postholder must act in compliance with data protection principles in respecting the privacy of personal information held by the trust.The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of trust records and information.The post holder must carry out their duties with full regard to the Trust’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Trust Policies.The postholder must comply with the Trust’s Health and Safety rules and regulations and with Health and Safety legislation. |