

JOB DESCRIPTION

Post Title: After School Club Leader		School: James Calvert Spence College		Office Use
Grade: Band 3				JE ref: SG65
Responsible to: Executive Headteacher		Date: September 2021	Manager: Executive Headteacher and School Governors	
Job Purpose: To provide safe, high quality after school care for children age 9 and above.				
Resources	Staff	Play workers/after school club coordinators		
	Finance			
	Physical	The maintenance of a safe and stimulating environment.		
	Clients	Children 9 years of age and above and their parents/carers		
Duties and key result areas:				
<p>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.</p> <ol style="list-style-type: none"> 1. To support the Executive Headteacher in ensuring the club meets the standards set by OFSTED 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 Out of School Club (OSC) provision to ensure a healthy, safe and secure environment is maintained. 4. To ensure any child protection/safeguarding concerns are acted upon immediately and appropriately by informing the Designated Person. 5. To oversee the day to day administrative and organisational needs of the provision. To liaise with the school reception staff, 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 and ensure all incidents are reported and recorded appropriately. 7. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. 8. To oversee systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed if required. 9. To provide support to play workers/volunteers. 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 undertake statutory training as required and additional training as agreed to meet continuous professional development needs. 				

13. 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.

14. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.

Work Arrangements

Physical requirements:

Transport requirements:

Working patterns:

Working conditions:

Transport requirements: None

Working Patterns:

PERSON SPECIFICATION

Post Title: After School Club Leader	Service: Children's Services/ Schools	Ref: SG65
Essential	Desirable	Assess by
Knowledge and Qualifications		
A recognised level 2 or above childcare/playworker qualification. Food Hygiene certificate. A satisfactory Enhanced DBS check which confirms suitability to work with children. Health clearance for role. First Aid trained	A recognised level 3 or above childcare/playworker qualification. 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