

**Ebchester CE Primary School**

**After School Club Leader**

**Job Description**

**Post Title:** After School Club Leader

**Grade:**  1 Scale Point 3

**Relevant to this post:** Disclosure & Barring Service: Subject to DBS Standard disclosure

**Organisational Relationships**: The post holder will be accountable to the Headteacher

**Description of the Role**

* To run Ebchester CE Primary School After School Club
* To maintain a safe and stimulating play environment
* To ensure the safe and appropriate supervision of pupils during After School Club

**Duties and Responsibilities Specific to this Post:**

* To keep a register of children attending and, when necessary, collect fees from parents.
* To ensure the provision offers a safe and stimulating play environment
* To assist with the planning, preparing and delivery of activities which meet the needs of all children
* To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with any emergencies that may occur
* To supervise snack time for the children
* To administer first aid (as trained) and assist with sick children where necessary. To comply with the school’s first aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book and that parents are informed
* To be aware of and work in accordance with the school’s child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty
* Be responsible for children during outdoor activities and ensure the correct ratios are maintained
* Deal with any anti-social behaviour promptly and ensure that the Headteacher and appropriate parents are informed
* Be aware of school policies and procedures

The generic responsibilities which will be undertaken in support of the above work include the following:

**Common Duties and Responsibilities:**

**Induction:** The school has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.

**Confidentiality**: All employees are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work.

All employees must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets. The school has a Personal Information Security Policy in place.

**Safer Recruitment** : This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Head Teacher.