# St. Margaret’s Collier Street CE Primary

# Job description

# Job title: After School Club Lead

# Reports to: Headteacher/Snr Teacher

# Location: St. Margaret’s Collier Street CE Primary

# Hours: 15 hours per week

# Pay: KR6

# Purpose of the Job:

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading other staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

# Key duties and responsibilities:

**Planning and delivering activities**

* Plan and deliver age-appropriate activities and experiences to support pupils’ development
* Brief other extended provision staff so they’re aware of how the activities will run
* Monitor and supervise pupils during activities and help to resolve issues between pupils
* Manage stock of resources necessary to carry out planned activities

# Health and safety

* Observe pupils and the environment and act to minimise any identified health and safety risks
* Deliver first aid to respond to minor and major incidents
* Record details of incidents in line with the school’s reporting procedures
* Feedback concerns relating to pupils’ health and safety to a senior member of staff/DSL
* Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
* Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
* Co-ordinate and offer support with setting up and putting away all equipment safely
* Make sure all policies are up to date and implemented consistently by all staff

# Behaviour

* Report any incidents of serious misbehaviour to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimise disruption and harm to pupils, in line with the school’s behaviour policy
* Follow any directions from the SENCo/ class teachers on supporting specific pupils with challenging behaviour
* Support pupils with their independence and self-esteem when carrying out activities

# Working with others

* Manage and support other staff, setting clear expectations for the requirements of their role
* Co-ordinate staffing the provision, alongside the headteacher ensuring any absences are accounted for and covered as appropriate
* Work with external agencies as appropriate
* Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters)

# Safeguarding

* Working alongside the school secretary, keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
* Keep accurate attendance records and report non-attendance in line with school procedures
* Be responsible for pupils until the parent/carer arrives for collection
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals
* Report and record details of any safeguarding concerns/incidents in line with the school’s Safeguarding policy

**Other areas of responsibility**

* Read and follow the relevant school policies
* Undertake training required to develop in the role
* Ensure that there is sufficient snacks/food for the After-School Club

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher e.g. if there are no pupils attending, other tasks will be assigned such as prep/photocopying/tidying around the school/displays. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as directed.

Signed: ………………………………… Date: ………………………

Signed Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

# St. Margaret’s Collier Street CE Primary

Person Specification: After-school Club Lead

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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| CRITERIA | QUALITIES |
| **Qualifications and training** | * First aid training (or willingness to complete it)
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| **Experience** | * Previous experience of working with children
* Leading a team
* Planning activities to engage pupils and support development
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| **Skills and knowledge** | * Ability to respond quickly and effectively to issues that arise
* Ability to use own initiative and take action accordingly
* Effective communication with adults and children
* Ability to deliver instructions to junior team members
* Ability to take a firm but fair approach to handling behaviour issues in line with the school’s policies
* Ability to build effective working relationships with colleagues
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
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| **Personal qualities** | * Commitment to supporting and understanding pupil needs
* Commitment to upholding and promoting the ethos and values of the school
* Commitment to maintaining appropriate confidentiality at all times
* Commitment to safeguarding, equality, diversity and inclusion
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