

## **Job Description: After-school Club Leader**

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**School:** Mersham Primary School  
**Grade:** Kent Range 6  
**Responsible to:** Headteacher

### **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
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities

#### **Health and safety**

- Observe pupils and the environment and take action 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
- 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 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 extended provision 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) and events (e.g. open days)

## **Safeguarding**

- 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 school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- 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

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: ..... Date: .....

Signed: ..... Head Teacher

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

MERSHAM PRIMARY SCHOOL  
Person Specification: After-school Club Leader

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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.

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Level 1 or 2 Diploma (or equivalent) with proficient practical skills</li><li>• First aid training (or willingness to complete it)</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Previous experience of working with children or young people</li><li>• Leading a team</li><li>• Planning activities to engage pupils and support development</li></ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"><li>• Ability to respond quickly and effectively to issues that arise</li><li>• Ability to use own initiative and take action accordingly</li><li>• Effective communication with adults and children</li><li>• Ability to deliver instructions to junior team members</li><li>• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies</li><li>• Ability to build effective working relationships with colleagues</li><li>• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Commitment to supporting and understanding pupil needs</li><li>• Commitment to upholding and promoting the ethos and values of the school</li><li>• Commitment to maintaining appropriate confidentiality at all times</li><li>• Commitment to safeguarding, equality, diversity and inclusion</li></ul>