



# St Peter's Methodist Primary School



## Out of School Club Worker Job Description

<b>Post Holder:</b>		
<p><i>The description of the duties, responsibilities and accountabilities for the post of Key Stage Leader and Core Subject Leader at St Peter's Methodist Primary School have been set out in this job description.</i></p>		
Responsibility Areas	Out of school club worker	
Accountabilities	A	Undertaking responsibilities as an out of school club worker
	C	Generic duties relevant to all members of staff.
Accountable to	Out of School Club Supervisor Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Current Grade	KSA	
Signed		Date:
Signed		<i>Headteacher</i>



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## Out of School Club Worker Job Description

Area of Accountability: A

*Undertaking responsibilities as an out of school club worker*

### 1. PURPOSE OF JOB

- To work under the direction of the Out of School Club Supervisor to provide safe, high quality play for children.
- To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children
- To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

### 2. DIMENSIONS

Subordinates: None

Budget: None

No. of Children: up to 30

### 3. PRINCIPAL ACCOUNTABILITIES

- Contribute to the planning of the daily activities to ensure children's needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Out of School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and advise the Out of School Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Support the Supervisor in ensuring that children, whilst in the Out of School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds in accordance with the Out of School Club's Equal Opportunities policy,.
- Support the Out of School Club Supervisor in ensuring that records, including the children's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.

### 4. NECESSARY EXPERIENCE

- Knowledge of Health and Safety procedures in the Out of School Club
- Knowledge of Child Protection procedures in the Out of School Club.
- Paediatric First Aid Certificate or willingness to obtain
- Must have a basic understanding of Food Hygiene
- Basic experience and understanding of multi-agency and partnership working
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.



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### SCOPE FOR IMPACT

This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

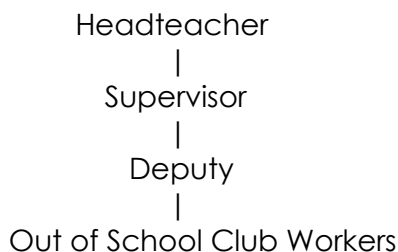
The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.

### 5. JOB CONTEXT

The Government is looking at ways in which childcare provision can be extended from the traditional "school" environment. Introducing Out of School Clubs is one way in which they are achieving this.

The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc. The post is mainly reactive with little need for evaluation or planning.

### 6. ORGANISATION (not Line Management responsibilities)



### 8. CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Out of School Club Worker is one of these



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### Area of Accountability: B

#### *General duties relevant to all members of staff*

To actively promote our agreed Christian Values and school mission statement and aims.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff'.

#### Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so.

All staff will be expected to utilise ICT and to improve communication and reduce paper use.

Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

#### Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

#### Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

St Peter's Methodist Primary School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by St Peter's Methodist Primary School. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer (DCPO).

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.