**POST TITLE: Saint George’s After-School Club Co-Ordinator**

**Kent Scheme Range: KR3**

**REPORTS TO:**  Headteacher & Senior Leadership Team

**THE ROLE**

An After-School Club Co-Ordinator is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

**PURPOSE OF JOB:**

To be responsible to the Governing Body for the operation and development of the Primary Phase after school club to ensure its’ smooth and effective running.

To ensure children attending the club enjoy a wide range of play activities, both inside and outside the building

**JOB DESCRIPTION**

The After-School Club Co-Ordinator will work to provide good quality play and educational provision for all children aged 4 – 7 within the Saint George’s Primary Phase. They will uphold the ethos and values of Saint George’s School, support colleagues, both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all times and After School Club Co-Ordinators must demonstrate judgement and integrity in confidential dealings with pupils, parents, and staff.

After School Club Co-Ordinators are important staff members of Saint George’s Primary Phase and should help to foster a supportive and encouraging atmosphere in school, which enables the pupils to learn and play contentedly.

**Key Responsibilities**

* Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children, using the facilities and by providing a variety of play and learning opportunities
* Ensuring the safety and well-being of children through checking equipment, undertaking first line child protection measures and organising activities appropriate to the children at any given time.
* Ensuring that parents, carers and other visitors are made to feel welcome when visiting the After-School Club and that they receive appropriate information and advice.
* Maximising the learning value of the activities by planning and evaluating activities with other members of the After-School Club team and Primary staff.
* Contributing to the accountability of the After-School Club through assisting in the maintenance of agreed records including registers and accident books.

**Tasks**

*The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required and directed as appropriate.*

* Assist in the provision of a variety of age appropriate play opportunities for children.
* Lead groups of children in specific sport, games, craft and learning activities.
* Manage behaviours and adapt the activity to meet the needs of groups or individuals, following the school’s behavior policy closely.
* Prepare for activities where necessary.
* Evaluate events and activities and contribute to the development of After School Club including making recommendations for change and development of the activities.
* Organise and supervise children having a teatime light snack.
* Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
* Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Check that the premises, fences, gates, etc are secure, reporting defects promptly to Site Team via email.
* Be aware of and comply with policies and procedures relating to child protection, food hygiene, health, safety and security, administration and confidentiality, reporting all concerns to an appropriate person.
* Contribute to the overall ethos/work/aims of the school.
* Help to establish constructive relationships and communicate with other agencies/professionals.
* Participate in training, other learning activities and performance development as required.

**PERSON SPECIFICATION**

Specific qualifications are not a prerequisite of the job, but the post-holder will be expected to have the following:

* Experience in working with and organising play activities for children through qualification or be willing to undergo training.
* An awareness of children’s needs.
* Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
* A basic awareness of health and safety practices.
* Understanding relevant administration procedures to include taking registers, basic record keeping and filing.
* Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.

**EXPERIENCE**

Some experience of being involved in play or activities, whether in a paid or voluntary capacity in, for example, schools, nurseries, holiday play centres or other equivalent play setting. To include planning, organising and supervising activities.

**APTITUDES**

You will need to demonstrate an ability to:

* Work as part of a team, sharing working knowledge and skills.
* Develop a range of play/learning related skills.
* Work flexibility, able to rearrange work plans in relating to changing priorities.
* Interact sensitively with other workers, children and parents.
* Listen to understand the needs of all children.
* Able to quickly assimilate new procedures and working methods.
* Administer first aid and understand first line child protection with training.

You will need to be patient, firm but fair and have a calm approach. After School Co-Ordinators need good communication skills at all levels in order to build relationships with children, parents and members of school staff.

Experience of working with children is essential and if candidates have either achieved or are working towards a relevant qualification this would be desirable, although not essential.

Additional hours working in a potential Holiday Club may also be available as the school develops.

*The Governors of Saint George’s School are committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service.*