**Extended School Club Play Leader**

**MAIN PURPOSE OF THE JOB**

To work under guidance from the Head Teacher to provide child care for pupils at Early Birds Breakfast Club and The After School Club.

In addition, the play leader has overall responsibility for the safety and welfare of the children and staff for the efficient day to day running of the clubs.

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

1. To organise and arrange the timetable of activities for the clubs.

* Adaptable to different ages, to be non-discriminatory and to include cultural events and theme weeks.
* Include drama/music/arts and crafts.

1. To offer positive suggestions for improving the clubs.
2. To participate and lead extended school staff meetings informing the Head Teacher of any outcomes.
3. On arrival at the clubs, conduct a quick check on the conditions of the areas to be used by the club for activities. Make safe any hazards noticed, report to the site manager the items requiring attention and inform the School Business Manager.
4. Working as a team, delegating to the staff, overseeing staff and children.

* Supervise and coordinate staff, volunteers and students.
* Care for the general wellbeing of the children.
* Timetable staff duties, allocating duties as necessary.
* Taking part when appropriate, giving inspiration and encouragement.
* Refreshment duties, staff allocation. Ensuring there are adequate supplies.
* Undertake Performance Management of Play workers.
* Oversee appraisals and staff induction.
* Provide training to members of the team. Devising training programme with the Head Teacher.

1. Ensure that a range of activities is provided, co-ordinated and evaluated. Instigate child centred play in a structured environment and relaxed atmosphere, maintaining overall quality of care.
2. Make sure that staff maintain an electronic register for both clubs, using SchoolComms, marking attendance and ensuring correct session has been selected for The After School Club.
3. Record and inform the parent of any incident or accident (and action taken), relating to their child, which has occurred during the session. Inform the Head Teacher of any recurring or major incidents or accidents. Record the incident/accident on Medical Tracker.
4. Ensure that the club’s equality of opportunity policy is implemented and that careful thought is given to providing a non-discriminatory environment.
5. Ensure that all the club’s policies/schools policies (for example on discipline) are adhered to.
6. At the end of the session ensure all club equipment is cleared and locked away leaving the building clean, tidy and secure.
7. At the end of Breakfast Club, to arrange for all children to be escorted to their classes in time for the start of school.
8. To administer the application process for all children attending the clubs, including issuing renewal forms towards the end of the academic year and adding new applicants to the clubs on SchoolComms throughout the year.
9. To monitor the clubs email account, responding to any parent queries.
10. Book the children’s club sessions on SchoolComms (for The After School Club), taking into account any waiting list that may be running.
11. Ensure fees are paid by the payment deadline, liaising with the School Business Manager regarding any debts.
12. Update the school office regarding club numbers on a Monday for the week. Monitor numbers of children booked to attend sessions to ensure adequate staffing levels.
13. Inform the kitchen on a daily basis of sandwich choices for the following day’s after school club session and ensure breakfast club staff keep a record of the number of children having breakfast.
14. Apply any childcare voucher payments to the parent’s account on SchoolComms and inform the School Business Manager of the transaction.
15. Attend meetings with the Head Teacher to discuss any concerns in order to support you within the play leader’s role.
16. Provide reports to the management when requested.
17. To regularly check the allergies list, ensuring you are adequately prepared to care for and accept a child into the session.
18. Any child protection issues to be reported as per the school’s procedures and ensure the Academy’s Safeguarding Policy is followed at all times.
19. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the extended school clubs.

**Person Specification**

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| **Qualifications & Education** | **E/D** | **Stage** |
| Equivalent to NVQ Level 3 in Early Years/Playwork/Teaching Assistant | D | AF, C |
| Willing to achieve NVQ Level 3 in Early Years/Playwork/Teaching Assistant (if not already achieved) | E | AF, C |
| First Aid Certificate (or be willing to acquire certificate) | E | AF, C |

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| **Experience** | **E/D** | **Stage** |
| Experience working with children of relevant age | E | AF, I, R |
| Experience of working with children who may have additional needs | E | AF, I, R |

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| **Skills and Knowledge** | **E/D** | **Stage** |
| Have an understanding of child development and how children play. | E | AF, I |
| Ability to relate well to children and adults. | E | AF, I |
| Ability to lead and work constructively as part of a team. | E | AF, I |
| Knowledge of relevant policies, codes of practices and relevant legislation. i.e. OFSTED, HEALTH & SAFETY, FIRST AID | E | AF, I |
| Have an understanding of how to plan and organize activities for children to play. | E | AF, I |

**KEY**

E/D Essential or Desirable

AF Application Form

C Certificate

I Interview

R Reference

D Disclosure