Job Title: After School Club Leader

Reports to: Head of School

Job Holder’s Name:

Location: Kingswood Primary school

Grade: KR 3

1. PURPOSE OF JOB

Support the after school club by serving tea and providing fun and safe activities for the children accessing the wrap around care provision.

1. PRINCIPAL ACCOUNTABILITIES

* Assist the other after school club lead with learning activities ensuring health and safety and good behaviour of pupils (including off-site activities such as trips and swimming etc.).
* Support the children in accessing activities as directed by the adults. Be aware of and support differences to ensure all pupils have equal access to opportunities to learn and develop.
* Provide clerical/admin support (e.g. typing, photocopying, display) and undertake basic record keeping in respect of children’s attendance, behaviour management, child protection etc. (Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils’ wellbeing.
* Collate register, budget and food orders for after school club.
* Contribute to the overall work/aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours or on an overtime basis) as required to ensure own continuing professional development.
* Implement behaviour management programmes for pupils with severe learning and/or emotional problems to ensure pupils’ wellbeing, health, safety and learning needs are met.
* Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence.
* Assist with break-time supervision including facilitating games and activities
* Ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received and used safely to enable pupils meet their learning targets.
* To be passionate about the role and have an engaging approach to pupils who have a special educational need, where “thinking outside of the box” may be needed in order to offer the highest level of support.

Footnote: This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

1. NECESSARY EXPERIENCE

* Good standard of general education (i.e. NVQ level 1 or equivalent) together with good numeracy and literature skills.
* Previous experience (1-2 years) of working with children.
* Use basic technology (computer, video, photocopier)
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage pupils to interact with others and be socially responsible.
* First Aid qualification would be an advantage.

1. SCOPE FOR IMPACT

Support staff in schools makes a strong contribution to pupils’ learning and achievement. Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contributes to pupils’ learning and will have a significant impact on pupils’ achievement.

1. JOB CONTEXT

After School club lead will be expected to work effectively with individual pupils and/or groups of children. They will contribute to, and need to demonstrate skills in, planning, monitoring, and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.

The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.

The post holder must have good communications skills to be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.

1. ORGANISATION (not Line Management responsibilities)

Executive Headteacher

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Head of School

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SENCo

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Class Teacher

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Teaching Assistant