



Paddock Wood
Primary Academy

Job Description

Job title: After School Club Leader
Reports to: Principal
Location: Paddock Wood Primary Academy

Job purpose

To be responsible for the development and daily management of the after school club ensuring it provides a safe, stimulating and inclusive environment. The After school Club Leader must be flexible and innovative in promoting the development, welfare and potential of all children. Manage the smooth running of the provision to meet the relevant legislation requirements, be responsible for the safeguarding of all children. To build links and work with parents, carers and professionals to promote the wellbeing of all children.

Main duties and responsibilities

Management

- To undertake the daily management of the club, supervising staff, any parent carers and volunteers.
- Maintain high standards and quality throughout the club at all times.
- Monitor the number of places being used and how resources are utilised to ensure the club is running in the most efficient and effective manner.
- To ensure all relative health and safety checks are carried out at all times.
- Ensuring that the provision has a clean and safe environment which is maintained in order to safeguard the welfare of children, staff and visitors.
- Manage and build good relationships with other members of staff, ensuring an effective team approach.

Childcare

- To identify any potential child protection issues related to specific children or to the overall running of the club.
- Liaise with the schools Designated Safeguarding Lead (DSL) and with other professionals in order to safeguard and promote the welfare of the children.
- To collaborate with all staff to ensure that high quality child care is provided.
- To manage the planning and delivery of play opportunities ensuring they are carried out in a safe and caring environment.
- To provide creative, age appropriate play opportunities, preparing activities and organising the programme.
- Be responsible for the safeguarding of all children in line with the school's policies & procedures, including reporting concerns.
- Adhere to the school's Staff Handbook.
- Be aware of children who have dietary or medical issues
- Act as an excellent role model at all times
- Promote the inclusion of all pupils
- To work creatively with the children encouraging them to express their views and take control of their own activities, promoting independence.
- To maintain confidentiality at all times whilst working within agreed policies including The Equality Duty and Data Protection Policy.

Communication

- To keep the channels open for effective communication for staff, children and their families
- To promote good working relationships and teamwork within the provision and in dealing with parents, carers and the wider community.
- To feedback to the Senior Leadership Team at key identified points throughout the year.
- To consult with parents, carers, children on the ongoing evaluation of the quality of the provision and to regularly undertake self-evaluation of the club.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.