



Job Description **AFTER SCHOOL CLUB LEADER**

Purpose of the Role

To ensure the smooth running of the Afterschool Club, providing a quality caring environment for children and plan varied play activities for pupils to enjoy in a relaxed and calm environment at the end of the school day.

Key responsibilities

- Plan activities, set up equipment and resources in preparation for after school, including food preparation.
- Ensure resources are ordered in a timely manner, particularly the grocery order (in conjunction with the Breakfast Club leader and administrative staff)
- Supervise the pupils during sessions, encouraging good social skills and manners
- Encourage pupils to select and eat healthy foods during snack time
- Clear up the area after the activities have finished including clearing any food and wrapping left on the tables, wiping the tables and chairs, and sweeping the floor.
- Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the duration of the Afterschool club having regard to any additional needs.
- Provide a safe environment for pupils to play/socialise outside
- Engage with children's activities, encouraging them to become resilient and independent
- Ensure the behavior system is followed and deal with incidents accordingly. Report to senior staff in line with the school's policy
- Provide first aid during the after school period and record any accidents as required
- To supervise the Afterschool Club Assistant staff
- Ensure all safeguarding procedures are followed, with particular regard to ensuring that all children are safely collected by their appropriate adults at the end of their session.
- Liaise with Leadership and administrative staff on all relevant matters and issues.

Individuals in this role may also undertake some or all of the following:

- Record attendance on daily register
- In conjunction with Leadership or Office staff, contact parents if required.
- Assist with planning of Club activities

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

- This role falls within the schools' Wraparound Care team who organise the running of the school's extended hours provision.
- Post holder to adhere to regulations and guidance applicable to the provision.

Knowledge, Skills & Abilities

- Experience of working with young children from a wide range of backgrounds with varying individual needs.
- Able to interact well with both children and parents
- Be creative with a knowledge of a range of activities for children to participate in
- Level 3 childcare qualification or relevant experience
- Understanding of the EYFS
- Valid Paediatric First Aid certificate, or willing to undertake qualification
- Willingness to take part in CPD, to include safeguarding training.
- Understanding of the school's ethos and values.

Supervision

- Work alongside other Afterschool Club staff, planning and supervising the workload. Staff will have varying levels of experience and may include Apprentices.
- Initiative to deal with unforeseen events / incidents.

Physical Effort

- Requires physical effort, with a mixture of activities both indoors and on the playground. Some lifting of minor loads may be required.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the performance management process.

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