



- JOB DESCRIPTION:** After School Club Leader
- TITLE:** After School Club Leader
- ACCOUNTABILITY:** The post-holder will be line managed by the Headteacher and Office Manager.
- LOCATION:** Long Marston VA C of E School, Long Marston,
- SALARY:** H1.3 (£9.62 per hour)
- HOURS:** 3.00 p.m. –4.30 p.m. Monday to Friday with a minimum of 7.5 hours with the flexibility to extend some days until 5.30 p.m. based on club's requirements. Possibility therefore of an additional 5 hours per week overtime.

**Purpose of the job:**

To assist in day to day organisation of the After School provision at Long Marston C of E School providing

- high standards of care and play opportunities for children between the ages of 4 - 11 years old
- in a safe and secure environment.

**Main Duties and Responsibilities:**

Deliver after school provision to:

- maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- be responsible to the Headteacher.
- assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
- work face to face with the children registered with the club.
- supervise tea time refreshments for the children.
- ensure refreshments provisions available and purchase as and when required.
- follow guidelines and procedures for Safeguarding in accordance with Long Marston's policies and procedures.
- carry out any other duties, which will be seen to enhance the work of the After School Club.



**PERSON SPECIFICATION: After School Club Leader**

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as an ability to work well as part of a team.

<b>Qualification and other required skills</b>	<b>Essential</b>	<b>Desirable</b>
NVQ level 3 in Child Care/Playwork or equivalent		x
Excellent communication skills	x	
Recent experience of working with children age 4-11	x	
Good organisational skills	x	
Good knowledge and understanding of equal opportunities and special educational needs		x
Paediatric First Aid qualification		x
Food Hygiene Qualification		x

**‘Rooted in God’s love, we rejoice to learn and respond to challenge’**