

JOB DESCRIPTION

Post Title: After School Club Leader	Director/Service/Sector: Newbrough CE Primary School		Office Use
Band 3:	Workplace: Newbrough CE Primary School		JE ref:
Responsible to: Head Teacher and School Governors	Date:	Manager Lever:	HRMS ref:
Job Purpose: To provide safe, high quality after school care for children 3– 11 years of age. To fulfil legal and statutory requirements. To lead and manage staff on a day to day basis. To contribute to and implement out of school policies.			
Resources	Staff	play workers/volunteers	
	Finance	Collecting fees and issuing receipts to parents/carers.	
	Physical	The maintenance of a safe and stimulating environment.	
	Clients	Children 3 – 11 years of age and their parents/carers	
Duties and key result areas: <ol style="list-style-type: none"> 1. Work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills. 2. To routinely risk assess the ASC provision to ensure a healthy, safe and secure environment is maintained. 3. To be the designated person for child protection in the out of school club. To ensure any child protection concerns are acted upon immediately and appropriately. 4. To be responsible for the day to day administrative and organisational needs of the provision. To ensure records are properly maintained e.g. daily registers and accident forms. 5. To administer First Aid as appropriate. 6. To plan, prepare and provide care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. These must also meet EYFS outcomes and fit within the guidance of school policies and procedures. 7. To be responsible for implementing systems of observations and record keeping so that children's progress and achievements are effectively and regularly assessed. 8. To provide support and supervision to play workers/volunteers. 9. To consult with team members, children and parents and involve them in the planning of activities and snacks. 10. To ensure that refreshments are provided that meet the required standards of hygiene, health and safety. 11. To encourage parental involvement and support for the club. To exchange information regularly re. activities and child's progress. 12. To undertake statutory training as required and additional training as agreed to meet continuous professional development needs. 13. To liaise with the Head Teacher, Governors, OFSTED, NCC and any other professionals as deemed necessary to ensure that all legal and statutory requirements are implemented. To provide reports as required. 14. To undertake any other reasonable duties in accordance with the after school business plan/objectives. <p>The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>			
Work Arrangements			
Transport requirements:		None	
Working patterns:		Monday – Thursday 3 – 5.15 pm Term time only.	
Working conditions:			

PERSON SPECIFICATION

Post Title: After School Club Leader		Director/Service/Sector:	Ref:
Essential	Desirable		Assess by
Knowledge and Qualifications			
A minimum of a level 3 Early Years qualification which is deemed full and relevant. See this link for further information: https://www.gov.uk/government/publications/eyfs-staffchild-ratios-dfe-approved-qualifications Evidence of child protection training and a current paediatric first aid certificate. Food Hygiene certificate. A satisfactory Enhanced DBS check which confirms suitability to work with children. Health clearance for role. A good knowledge and understanding of Health and Safety requirements.	Willingness to attend further training courses and meetings as required to keep up to date with current good practice.	A A A A I	
Experience			
Minimum of 2 years experience within a childcare setting.	Experience within an after school club. Experience of providing activities for mixed age/ability groups.	A/I	
Skills and competencies			
Sound understanding of child development and of children's needs. The ability to plan and implement an out of school curriculum. Ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community. The ability to work as part of a team and on own initiative as appropriate. The ability to lead and manage staff to deliver high standards and results. Commitment to and understanding of equality, diversity and inclusive practice. Reliable and enthusiastic.		A/I/R	
Physical, mental and emotional demands			
A professional approach and calm manner in all situations – a role model at all times. Ability to prioritise and be adaptable/flexible in approach. Ability to create and maintain a stimulating and enjoyable environment. Maintain confidentiality		I/R	
Other			
A commitment to young children and families. A commitment to the provision of a high quality service and achieving customer satisfaction. To undertake any other reasonable duties in accordance with the out of school club business plan/objectives.		A/I/R	

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits