

Job Description: After School Club Leader
Pay Scale: 4
Responsible to: Headship Team



KEY RESPONSIBILITIES

Main Functions:

- To plan provision to include quality indoor and outdoor activities.
- To ensure appropriate cover is in place when staff are absent.
- To take responsibility for maintaining a register of children attending in line with school policy.
- To assist the school office in relation to maintenance of records of payments and debt recovery in line with financial management requirements and the school debt recovery policy.
- To take the lead role for safeguarding children in extended school care and refer any concerns to SLT.
- To take the lead role for first aid during extended school care.
- To ensure that Health and Safety guidelines are adhered to by the extended schools team.
- To communicate effectively with parents using agreed systems and procedures.

Duties on a daily basis:

- Plan and oversee a varied programme of games and activities in conjunction with colleagues.
- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with school policies.
- Take responsibility, along with other staff, for Accident Prevention and smooth running of emergency procedures for both children and other members of staff.
- To understand and follow the school's Child Protection Policy.
- Assist with the setting out and clearing up of play equipment.
- Maintain confidentiality at all times.

On a regular basis:

- To take part in staff training as offered.

Duties on a daily basis:

- The After School Club Leader will be required to:
 - Work in a team with the After School Club team.
 - Liaise with parents.
 - Liaise with school staff as required.
 - Liaise with site staff as required.

Other responsibilities

- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- To be aware of and comply with all Safeguarding policies and procedures.
- Be committed to the school aims and values and contribute to the wider life of the school.
- Be willing to undertake first aid training and provide first aid to staff and pupils as required.
- Ensure that the duties of the post are undertaken with due regard of the Health and Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification: After School Club Leader



We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

Core Requirements	Essential	Desirable
<p>Attainments, experience and training</p>	<ul style="list-style-type: none"> NVQ Level 3 in Childcare/Early Years or an Equivalent Qualification that is relevant to the role To check the eligibility of your qualification, please click on the link: https://www.gov.uk/government/publications/early-years-qualifications-achieved-in-england Experience of working with children under the age of 5 years Level 1 child protection training (with commitment to completing level 3 child protection training—DSL). 	<ul style="list-style-type: none"> Level 1 food hygiene certificate Paediatric First Aid Certificate
<p>Professional Knowledge, Understanding and Skills</p>	<ul style="list-style-type: none"> Understanding of relevant policies/codes of practice when working with children Awareness of relevant legislation Commitment to and understanding of Equal Opportunities Basic understanding of child development and learning Effective communication skills – able to relate well to parents and carers A caring attitude Tact and sensitivity. Observational skills Very approachable Able to react calmly and quickly in an emergency Confidence in dealing with children, maintaining discipline, motivating them and ensuring their wellbeing Ability to build and lead an effective team Creative and imaginative, ability to put ideas into practice Ability to evaluate your own learning needs and actively seek learning opportunities Ability to maintain confidentiality at all times Ability to promote the school and extended services when talking to parents, visitors, colleagues and members of the community Ability to maintain records of attendance Ability to work with the school Admin Team to ensure that accurate financial records are maintained 	
<p>Experience</p>	<ul style="list-style-type: none"> Recent and relevant experience of working with children Experience of working with other adults 	

Professional Values	<ul style="list-style-type: none"> • High expectations of everyone • Commitment to the personal welfare and safeguarding of children 	
Qualities	<ul style="list-style-type: none"> • Ability to relate well to individuals and groups and to make appropriate contact with parents and/or external agencies as appropriate • Ability to lead and organise a team • A proven good attendance record 	

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.