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| Trinity Academy Akroydon |  |
| Job Title:  | After School Club Leader | C:\Users\bkelly\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\AF8138EC.tmp |  |
| Job Scale:  | Scale 3 (Points 5-6) |  |  |

**BASIC JOB PURPOSE**

1. To provide and run the day to day organisation of the After School Club which is open to all pupils throughout the school from Reception to Y6, (4-11yrs).
2. To ensure that the children are kept safe and are handed over safely each and every day to their parents/legal guardians or agreed responsible person.

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| **Reporting to:**  | Finance and Operations Manager |
| **Responsible for:** | n/a |

**MAIN RESPONSIBILITIES**

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| **1** | To provide a wide range of stimulating activities which nurture and support the children after school finishes until they are collected by parents/legal guardians or agreed responsible person. |
| **2** | To oversee play and co-operation indoors, appropriate to the ages and needs of the children in the group which changes on a daily basis. |
| **3** | To show patience, tolerance and warmth to the children. |
| **4** | To understand the physical, intellectual, emotional and social needs of the children and to appreciate that this club is different to ‘school time’, but to still encourage and manage positive behaviour expectations. |
| **5** | To demonstrate a welcoming, understanding and effective communicable approach to parents / legal guardians. |
| **6** | To liaise with parents / legal guardians to ensure necessary documentation is accurate and complete with due regard to confidentiality. |
| **7** | To observe safety measures in terms of safeguarding children, toileting and supervision and to ensure the safe hand over of responsibility at the end of the day. |
| **8** | To report any injury/accident and record in the appropriate way. |
| **9** | To ensure that attendance is checked at the start of every session to ensure that children who should be in attendance are there – where known. |
| **10** | To maintain all records relating to the children attending the club each day. |
| **11** | To administer first aid as appropriate. |

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| Other Specific Duties: |
| * To continue personal professional development as required.
* Attend staff and other meetings and participate in staff training and development events as required.
* To actively engage in the performance review process.
* All support staff may be used to perform appropriate duties as and when required by the academy, commensurate with the salary grade of that post if it is higher than the employee’s current salary.
* To work in the best interests of the Academy, students, parents and staff.
* To adhere to the Academy’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety.
* To work flexibly, and to travel, if and when required, to meet the needs of the role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.  |
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| **PERSON SPECIFICATION** |
| **Job Title: After School Club Leader** |
| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * Good literacy skills, educated to GCSE Grade C or equivalent in English.
* Experience of basic technology, PC, internet, MS Office packages.
* Experience of working with, or caring for, children aged 4-11 years.
* Experience of administrative duties.
 | * 4 GCSE’s including English (or equivalent).
* Relevant experience of a learning environment.
* Current First Aid Certificate.
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| **Knowledge & Understanding** | * Understanding of the purpose and role.
* A good understanding of good quality childcare.
* Understanding of behaviours not conducive to learning and able to deal with a variety of situations.
 | * Understanding of Safeguarding and Child Protection issues.
* Knowledge of First Aid.
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| **Skills & Abilities** | * Ability to relate well to and build positive relationships with children.
* Ability to provide safe, creative play.
* Ability to work as an effective team member and apply given instructions.
* Ability to apply written and verbal instructions.
* Ability to set up basic, and routinely use, equipment and resources.
* Ability to organise, plan and complete tasks.
* Ability to work on own initiative with relevant support and seek guidance when necessary.
* Ability to communicate effectively at all levels.
* Ability to work flexibly at the end of the day if required to ensure continued care for a child.
* Ability to understand and follow school policies.
 | * Willingness to develop own understanding through advice and training.
* Ability to think clearly in emergency situations.
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| **Personal Qualities** | * Enjoyment of working with children.
* An excellent record of attendance and punctuality.
* A commitment to personal development and learning.
* High personal standards and a role model for children.
* Respect confidentiality.
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