

## **JOB DESCRIPTION**

### **AFTERSCHOOL CLUB LEADER**



**POST:** Afterschool Club Leader

**PAY RANGE:** Grade F (pts 6-12)

## **Relationships**

The post holder is responsible to the Headteacher and SBM.

## **Job Purpose**

To be responsible for the daily running and administration of the Afterschool Club ensuring that the best possible environment and care are provided for the children.

Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities

## **Generic Responsibilities**

- Supervise and provide particular support for pupils, ensuring their safety.
- Assist with the implementation of Individual Education/Behaviour Plans and Personal Care programmes.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Liaise with teachers with regard to the needs of the children who attend the Afterschool Club.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Monitor and evaluate the quality of the service.
- Uphold the Code of Conduct of the School, adhere to the policies / procedures of the setting and comply with national standards and regulations.
- Create programmes of activities for the Afterschool Club ensuring a variety of activities for all children.

## **Specific Responsibilities**

- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Clarifying and explaining instructions to both the team and to children attending the provision.
- Ensuring the pupils are able to use equipment and materials provided.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the school's policies, working alongside the teachers, SENCO and Headteacher when needed.
- To ensure the Afterschool Club offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Be an effective role-model for children and practitioners at all times.
- Consistently and effectively implementing agreed behaviour management strategies.
- Helping to make appropriate resources to support the pupil.
- To establish supportive relationships with children attending the setting.
- Preparing snacks, drinks and tea.
- In charge of the day-to-day running of the Afterschool Club, including setting up and clearing up.
- To give positive encouragement, feedback and praise to reinforce and sustain the children's efforts and develop self-reliance and self-esteem.
- To support the pupil in developing social skills.
- To support the use of ICT in learning activities and with specific programmes to support learning.
- To provide regular feedback to parents.

- Where appropriate, to know and apply positive handling techniques.
- Where appropriate, to support personal care needs.
- Where appropriate to develop a relationship to foster links between home and school, and to keep the school informed of relevant information.
- To manage and report on bookings, finances, further developments related to the Afterschool Club to the School Business Manager.
- To ensure that all records are kept up to date including accident book, attendance records and emergency contact numbers.

### Support for the School

- Be aware of and comply with policies and procedures especially those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the School.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required e.g. reviews.
- Participate in training and other learning activities and performance development as required.
- Adopt confidentiality at all times.

### Experience

- Working with, or caring for, children of relevant age.
- Administrative experience beneficial, but not essential, as training will be given.

### Qualifications

- Good numeracy/literacy skills.
- NVQ3 for Teaching Assistants / Level 4 in Early Years or equivalent qualifications or experience.
- First Aid training as appropriate.

### Special Conditions

The post holder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. At all times priority is given to the safeguarding of young people and that safeguarding policies and procedures are followed. The Afterschool Club Leader will be expected to comply with any reasonable requests from the Headteacher / SBM or governors to undertake work of a similar level that is not specified within this job description. This Job Description does not define in detail all the duties / responsibilities of the post. It will be reviewed once a year and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

Date / Signed

Date / Signed

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Signed by Headteacher on behalf of  
Charlton Kings Junior School

\_\_\_\_\_  
Signed by the post holder



# Afterschool Club Leader

## Person Specification

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Appropriately competent in English and Maths</li> <li>• NVQ level 3 or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Qualified First Aider or medical training</li> <li>• Child Protection training</li> <li>• Training in specific learning strategies e.g. dyslexia etc.</li> <li>• Positive handling training</li> <li>• Level 4 in Early Years</li> </ul>
<b>Experience and Competence</b>	<ul style="list-style-type: none"> <li>• Experience of working with children</li> <li>• Able to use ICT</li> <li>• Able to confidently and competently apply knowledge and skills acquired from training</li> <li>• Good planning, organisational and leadership skills</li> <li>• Ability to motivate and encourage children and adults</li> <li>• Able to identify and prepare appropriate resources</li> <li>• Able to communicate effectively both verbally and written</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge and experience of teaching Foundation stage, KS1 and KS2</li> <li>• Additional evidence of or further training</li> <li>• Experience of supporting personal care</li> <li>• Experience of Maths and English interventions</li> <li>• Knowledge and experience in administrative tasks</li> </ul>
<b>Work-related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Actively enjoys working with children (and adults) and has empathy towards pupils and their needs</li> <li>• Professionally discreet and able to respect confidentiality</li> <li>• The ability to work co-operatively and flexibly as part of a team / able to lead a team</li> <li>• Firm, sensitive and effective approach towards pupils' discipline</li> <li>• Confident and able to use own initiative</li> <li>• Can interact professionally with parents and other visitors</li> <li>• Patient and resilient</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Nurturing and aspirational</li> <li>• Passionate, caring and honest</li> <li>• Willingness to further develop professional practice</li> <li>• Articulated desire to work at Charlton Kings Junior School</li> </ul>	<ul style="list-style-type: none"> <li>• Can demonstrate commitment to the wider life of the school</li> <li>• Brings personal interests and enthusiasm to the school community</li> </ul>