

Job Description

Job Title: After School Club Leader

Responsible to: Deputy Head

OVERALL RESPONSIBILITY

- To lead and be responsible for the day to day organisation of quality After School provision at St Mary's CEVA Primary School.
- Provide high standards of care and play opportunities for children between the ages of 4 and 11 in a safe and secure environment.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard Child Protection Procedures.

DUTIES

Delivering After-School Provision

- To lead the day to day management and organisation of the After School Club.
- Direct the work of staff based at the After School Club, supervising their activities and inducting new members.
- Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- Provide a healthy snack for children on a daily basis.
- Liaise with the school teaching staff with regard to the needs of the children who attend the club.
- Liaise with parents to discuss any concerns or behaviour issues.

Management and Administration

- Uphold, implement and regularly review all policies and procedures of the group in partnership with the staff team and Senior Leadership Team.
- Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Liaise with the School Business Manager and Deputy Head to ensure the rigid control of the After School Club budget and be responsible for the ordering and purchasing of equipment, supplies and resources.
- Liaise with the School Business Manager to administer the bookings and collection of fees.
- Be responsible for the day to day administration and record keeping that includes maintaining records of pupil attendance and other appropriate records including staff attendances.
- Monitor and evaluate the quality of the service.
- Keep abreast of current issues relating to providing wrap around care.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.