



After School Club Leader Job Description

ROLE: After School Club Leader

HOURS: 12.5 per week, working 3.10pm-5.40pm Monday to Friday during school term time only

SALARY: Dorset grade 5, SCP 5-6

Main Job Purpose

The After School Club Leader is responsible for the care and safety of the children in the After School Club. They are involved in contributing to the smooth daily running of the After School Club in line with its aims and for providing activities that support the children's health and well-being in a secure environment.

The Club Leader works under the direction and control of the headteacher. They would normally be expected to work under less direct supervision and at use their own initiative to organise activities and tasks.

Main Responsibilities and Duties

- 1) Provide levels of individual attention, reassurance and help as appropriate to the pupil's needs.
- 2) Provide information, advice and opportunities for pupils to establish a healthy lifestyle through their choice of tea.
- 3) Be responsible for first aid (after training) in the event of accident or injury and provide documentation as required.
- 4) Be responsible to take appropriate action to minimise health, safety and security risks, which arise during After School Club hours.
- 5) Provide advice and assistance as required (depending on age and ability) to enable pupils to develop basic hygiene skills, supporting pupils in respecting their own and others' needs relating to health and hygiene matters
- 6) Promptly report signs of health problems to the Headteacher
- 7) Supervise children at arrival/departure and at other designated times in the After School Club environment.
- 8) Recognise uncharacteristic behaviour patterns in individual and /or groups of children and report these promptly to the Headteacher.
- 9) Help pupils to select equipment and materials relevant to the task they are undertaking and to use these safely and correctly.
- 10) Support the Operations Manager in purchasing needs relating to the After School Club.
- 11) Prepare and set up the tea serving area considering safety and accessibility.
- 12) Ensure that the area used by After School Club is cleared up and ready for school use the following day.
- 13) Update individual children's records when new information is provided by parents/guardians, under the direction of the Headteacher.
- 14) Provide praise and encouragement to pupils to recognise and promote positive pupil behaviour.
- 15) Support behaviour management at the beginning, end and during each session.
- 16) Where necessary, correct behaviour to maintain order and discipline.
- 17) Ensure that information for the school office is collected, collated and passed on as promptly as possible.
- 18) Comply with health and safety regulations.
- 19) Maintain confidentiality

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.
- 2) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.
- 3) Understanding and an ability to implement the school's behaviour management policy and procedures.
- 4) Good understanding of Child Safeguarding issues.

Contacts and Relationships

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contacts with other school staff over general routine issues and reporting on any incidents over the breakfast time period to the line manager.

Decisions

- 1) The post holder will be supervising the movement and conduct of pupils and will be expected to intervene as appropriate to establish safe and proper behaviour.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 1) The post has little or no responsibility for physical or financial resources.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of furniture may be required.
- 2) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.