



Job Specification

Late Club Leader

Hours: Part Time 12.5 Hours per week, 38 working weeks per year, during term time

Salary: £7,182 per annum paid over twelve months.
There may be opportunity to earn additional income from Holiday Clubs and optional overtime.

Summary of the Role:

Under the direction of the Headteacher, Early and Late Club Team Members working in our after school provision are responsible for providing a high quality, stimulating learning environment with responsibility for being caring and responsive to the needs of children, whilst working flexibly and effectively to ensure the smooth running of the club.

Working as part of the school team you will make a significant contribution to promoting and maintaining the caring ethos of the School. Delivery of this aim will encompass the following areas of work and outline of tasks which is not intended to be exhaustive:

1. Main duties and responsibilities

- To create and maintain a safe, welcoming and inclusive environment for all children after school,
- To share responsibility for the welfare of all children at the club, following established systems to ensure consistent and high quality care,
- To be aware of St Peter's School policies and procedures and ensure that these are adhered to,
- To be vigilant and protect children from harm or abuse and report and concerns immediately in accordance with child protection and whistleblowing policies,
- To be reliable, punctual and cheerful at all times, ensuring that staffing ratios are maintained,
- To work with and support the children to develop professional and genuinely caring bonds with them, and to support others to fulfil their own responsibilities,
- To reflect on practice and daily and weekly routines, tailoring your approach to meet the individual needs of the children in your care,
- To work with the Head to develop planning to ensure that a stimulating range of age appropriate activities are available and to ensure that the club is adequately resourced, tidy and creatively set up.

- To ensure that all records are maintained as necessary including attendance, illness, accident records etc.
- To pass on and/or provide messages and feedback to parents who collect children after school and cannot speak to a teacher,
- To manage behaviours promoting kindness sharing and respect amongst all,
- To be a good role model for children and other staff members at all times,
- To encourage children to do their homework, read for enjoyment and support their creative projects.

2. Health and Safety

- To provide basic first aid to children as necessary after appropriate training, in accordance with Policy and Procedures and to be responsible for maintaining the club first aid kits,
- To act as fire marshal whilst in the club building after appropriate training and follow the School Fire Policy and Procedures,
- To be aware of and adhere to the School Health and Safety Policy and Procedures

3. Other tasks

- To take part in training and ongoing continuous development of appropriate skills and user relations,
- To maintain confidentiality of information acquired both in and out of working hours.
- To be flexible in approach and maintain respectful relationships with all stakeholders.
- To present a positive personal image, contributing to a welcoming school environment which supports the aims and objectives of the School.
- To be aware of, and adhere to Data Protection legislation, Child Protection Policies in particular, and other school policies as issued from time to time.
- To support other staff at the School from time to time as necessary
- To maintain the cleanliness and tidiness of the club area having respect for the multi use of the building as a teaching space during the school day,
- Other duties that the Head may reasonably and from time to time require.

4. Hours of Work

The club starts at 3.15pm and is open until 5.45pm Monday to Friday during term time. The hours of work will be as follows to ensure that you are there to give sufficient time to plan and tidy up.

Monday to Friday After School Club 3.15pm – 5.45pm

**THIS JOB DESCRIPTION IS CORRECT AT THE TIME OF ISSUE,
It will be reviewed regularly and may be subject to change when required by the Head or Bursar**

Person Specification

	Essential	Desirable	Means of Assessment
Education and Qualifications	<ul style="list-style-type: none"> ● A childcare qualification. E.g. Working towards or commitment to gain NVQ Level 2 or 3 in Playwork, Childcare or equivalent 	<ul style="list-style-type: none"> ● EYFS Qualification ● GCSE Grade C or above in Maths and English ● First Aid 	<ol style="list-style-type: none"> 1. Application Form 2. Certification
Skills and Abilities	<ul style="list-style-type: none"> ● Good degree of empathy when dealing with children ● Good verbal communicator ● Good customer service ethic ● Good organisational skills ● Suitable to work with children 	<ul style="list-style-type: none"> ● Good written communicator ● Able to plan and provide age-appropriate activities ● Able to observe and assess children's learning & development ● Food handling training 	<ol style="list-style-type: none"> 1. Application Form 2. Interview 3. DBS disclosure 4. References 5. Probation
Experience	<ul style="list-style-type: none"> ● Relevant childcare experience ● Previous experience of working within a school/club/early years setting 		<ol style="list-style-type: none"> 1. Application Form 2. Interview 3. References
Knowledge	<ul style="list-style-type: none"> ● Awareness of good childcare practice ● Basic knowledge of child development 	<ul style="list-style-type: none"> ● Awareness of current legislation and guidance ● Awareness of key operational policies and procedures i.e. H&S, child protection, behaviour management, 	<ol style="list-style-type: none"> 1. Application Form 2. Interview 3. Probation
Personal Qualities	<ul style="list-style-type: none"> ● Warm, friendly and responsive ● Good at building relationships ● Honest, trustworthy and reliable ● Flexible in approach ● Well presented 	<ul style="list-style-type: none"> ● Reflective ● Creative ● Committed to continuous improvement 	<ol style="list-style-type: none"> 1. Application Form 2. Interview 3. References 4. Probation