**After School Club Lead Job Description**

**Title:** After-School Club Lead

**Accountable:** Headteacher / Business Manager

**Salary:** Grade 8 Point 18 £25,419 – Point 23 £28,226 (pro-rata)

**Contract:** Term Time and Fixed Term

**Core Purpose**

* To co-ordinate and lead a team on a day to day basis that provides, safe, stimulating, comfortable and friendly high quality after school care
* To maintain up to date and implement after-school club policies to fulfil legal and statutory requirements.

**Main Duties:**

* Overall responsibility for the day-to-day running of the after-school club
* Understanding and ensuring all aspects of safeguarding are monitored to the highest standard
* Liaising with the school office (re: financial records, invoicing, registers etc.)
* To ensure that after-school club is a safe environment for children, staff and others, that equipment is safe, standards of hygiene are high, safety procedures are implemented, and fire drills regularly checked.
* To ensure after-school club staff are effectively managed, maintaining up to date staff rotas, assigning individual responsibilities to other staff
* To undertake extra training as appropriate, monitor the training of staff, conduct yearly appraisals of all staff.
* The purchasing of necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) where necessary and in agreement with the business manager.
* Regular maintenance and tidying of equipment and environment
* Overall responsibility for planning and delivery of activities for children in your care
* To maintain up-to-date records for children attending the club including relevant medical details and current emergency contact details. Ensure all statutory medical paperwork is in place, visible where necessary and adhered to.
* To remain aware of current guidelines relating to after school club practices and current training opportunities and disseminate relevant information amongst all staff.
* To ensure all necessary after school club policies exist, are up-to-date and are implemented on a daily basis, ensuring all legal and statutory requirements are implemented and relevant resources kept up to date, e.g. accident book and first aid kit.
* To co-ordinate and promote the building of strong links between the after-school club and parents/carers regarding after school activities e.g. newsletters for parents, feedback on a child's involvement in sessions, possible parental involvement, etc.
* To actively support the children's social development, through appropriate activities and to provide support for other staff in these activities if required.
* Set a positive role model for children.
* Co-ordinate and help set up and clear away all equipment/activities before and after all after school club sessions.
* To purchase stock and help with the preparation of food and drinks, and the subsequent clearing up.
* Any other duties deemed necessary for the safe and efficient running of the club.

**Person Specification for After School Club Leader Experience and Qualifications:**

* Love of working with very young children aged 2-5, experience of working with this age group in a play or education environment
* An appropriate childcare or play work qualification, NVQ Level 3 or higher
* First aid qualification (or willingness to undertake training)
* Current Designated Safeguarding Lead certificate or willingness to obtain
* Food hygiene certificate (or willingness to obtain)

**Knowledge and understanding:**

* An understanding of what constitutes good quality, accessible childcare which meets children’s wide range of developmental needs.
* Knowledge of health and safety and food hygiene procedures.
* Understanding of anti-discriminatory practice and how to challenge prejudice and stereotypes both amongst staff and children.
* Understanding of safeguarding requirement and best practice.
* Understanding of positive behaviour management.
* Knowledge and understanding of basic administration systems (keeping registers / organising rotas)
* An understanding of Ofsted requirements for play provision.

**Skills and Attitudes**:

* Enjoy spending time with young children
* Excellent communication skills, with both children and adults.
* Positive and enthusiastic attitude to work
* Fun and creative ideas for play.
* A commitment to be reflective about your practice and undertake training and continuous professional development.
* Ability to respond calmly and logically to problems or emergencies.
* Ability to use own initiative and judgement.
* Flexible and supportive approach to teamwork.
* Ability to foster warm and positive relationships with children, parents and colleagues.