

## AFTER SCHOOL CLUB LEADER



### JOB DESCRIPTION

**Responsible to:** The Governing Body of Blackford CE Primary School

**Responsible for:** The day to day organisation and running of the After School Club to ensure that parents and carers are provided with high quality childcare.

**Job Purpose:** To be responsible for the day to day organisation of the After School Club

#### Main Activities:

- To organise the After School Club
- To plan, prepare and deliver an exciting and creative play opportunity that meet the children's developmental needs and stimulates their learning in a safe and caring environment.
- Lead a team of play workers.
- Liaise with other school staff as needed
- Commitment to Healthy Eating regarding provision of refreshments
- To establish and maintain positive relationships with children and their families in a way that values parental involvement.
- Liaise with parents and carers as needed, especially when ensuring the secure handover of pupils at the end of each session.
- Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Uphold the school's values and be sympathetic to the Christian ethos of the school
- Encourage children to interact with others and engage in activities.
- Encourage children to act independently as appropriate.
- To be responsible for the setting resources and report loss/damage or low stock levels to the relevant staff.
- Working within an agreed budget.
- Ensure that resources required, the classroom used for the club and any other areas of school which are used are both well prepared for use and left tidy and secure at the end of each session.
- If last to leave the school premises at the end of a session, ensure that all windows and doors are securely locked/closed, lights and any other electrical equipment used are turned off, and the school security alarm is put on.
- To assist in reviewing and implementing policies and procedures of the setting to ensure equality of access for children and families.
- To act as an ambassador for the organisation and maintain a positive image of its aims and work.
- Maintain the attendance register.
- Administering first aid as appropriate.

- To carry out any other duties which will be seen to enhance the work of the organisation.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Working within agreed policies and procedures of the school
- Participation in training and other learning activities and performance development as required.
- Contributing to the strategic development of the service in the future.
- Attendance at meetings as appropriate.