



# Hurst Drive Primary School

Headteacher: Mr D Short

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Web: [www.hurstdrive.herts.sch.uk](http://www.hurstdrive.herts.sch.uk)

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## **Hurst Drive Primary School – After-School Club Leader – Job Description**

### **1. Introduction**

Hurst Drive Primary School is a two-form entry school situated in Waltham Cross in the Borough of Broxbourne, Hertfordshire – easily accessed by car via the A10 junction of the M25 (Junction 25) or by train being only a ten-minute walk from Theobalds Grove or Waltham Cross railway stations. Placed in extensive grounds, including a very large field, pond and woodland area, the school serves a diverse local community with children who are kind, polite and a pleasure to teach.

#### **Vision Statement**

At Hurst Drive Primary School, our vision is 'Success for all'.

On our journey to achieving success for all, Hurst Drive Primary School will involve everyone in maintaining high expectations to create an outstanding teaching and learning environment, where the curriculum extends beyond the classroom, and all learning opportunities prepare children for the ever-changing world.

### **2. Title and Grade of Post**

Post Title: After-School Club Leader

Pay Scale: H4 (£19,171 - £20,344) – pro rata – 15 hours per week - term-time only

### **3. Purpose of the Job**

To provide safe, stimulating after-school care for pupils in line with this school's vision, ethos and aims.

### **4. Employment Duties**

This is a support staff post within the school's staffing structure which involves working closely with the School Business Manager. The post is otherwise subject to the National Agreement on Pay and Conditions of Service (the 'Green Book') and to locally agreed conditions of employment to the extent that they are





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incorporated in the post holder's individual contract of employment. Copies of the relevant documents are available for inspection at the school.

This job description is intended as a guide to the general duties and responsibilities of this post, which reasonably may vary from time to time according to the needs of the service. It does not form part of the terms and conditions of employment. All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective running of the school.

As a member of the school staff, the post holder will be required to:-

- Comply with policies and procedures relating to child protection, health and safety, equality, confidentiality and data protection; and
- Participate in the agreed scheme for staff development, training and appraisal and be committed to continuous professional development.

## 5. Relationships

The post holder is responsible to the School Business Manager for duties relating to the provision of after-school care for pupils. The post holder will also liaise with the Office Manager regarding bookings, including accessing pupil information to ensure registers are maintained accurately and contact details for each pupil are accessible. The post holder is expected to interact on a professional level with pupils, parents, carers and colleagues.

## 6. Main Duties

- To mark attendance registers, ensuring pupils are dismissed to an authorised adult;
- To regularly liaise with the Office Manager to check pupils' medical information and emergency contact details are up to date;
- To promptly report any safeguarding concerns in line with the school's Child Protection Policy;
- To administer medicines in line with a pupil's individual healthcare plan and provide first aid in line with training to any pupil or member of staff requiring it;





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- To promote high standards of health and safety, including checking equipment is safe, encouraging good hygiene among pupils and staff, liaising with the site manager to practise the fire evacuation and lockdown procedure termly, and working with the school business manager to report accidents;
- To manage pupils' behaviour in line with the School Behaviour Policy, including sharing with parents/carers and teachers when a pupil has modelled the school values or followed the school rules as well as sharing when there has been a breach of the school rules despite a pupil receiving fair warning to correct their behaviour;
- To work with school leaders to create, implement and evaluate a Wrap Around Care Policy;
- To manage a budget to purchase equipment and resources for the after-school club, ensuring these resources are well maintained;
- To plan and timetable a range of indoor and outdoor activities that promote safe, stimulating play, including daily opportunities for sport, the arts and the use of ICT;
- To promote healthy eating and encourage good table manners;
- To co-ordinate and help set up and clear away all equipment/activities before and after each after-school club session;
- To support pupils with their homework, including hearing pupils read;
- To establish effective relationships with pupils, parents/carers and staff, setting a good example through own presentation and personal and professional conduct;
- To promote the school's after-school club (e.g. via the school's Facebook page);
- To take responsibility for own professional development and duties in relation to school policies and procedures; and,
- To complete other reasonable duties deemed necessary by the senior leadership team for the safe and efficient running of the after-school club.

I \_\_\_\_\_ have read, understood and accept the particular responsibilities and duties assigned to an After-School Club Leader at Hurst Drive Primary School.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





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Person Specification – After-School Club Leader		
	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working with 4-11-year olds in a play or education environment.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing a group of children (e.g. holiday club).</li> </ul>
<b>Qualifications / Training</b>	<ul style="list-style-type: none"> <li>Teaching Assistance qualification (e.g. Level 2 Award in Support Work in Schools) or similar;</li> <li>First aid qualification, including paediatric first aid (or a willingness to complete training promptly); and,</li> <li>Competent maths and English skills, preferably to GCSE Grade C or Grade 4 minimum or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>Level 1 Safeguarding Training; and,</li> <li>Food hygiene certificate.</li> </ul>
<b>Knowledge / Skills</b>	<ul style="list-style-type: none"> <li>An understanding of what constitutes good quality, accessible childcare which meets children's wide range of developmental needs;</li> <li>The ability to communicate effectively both orally and in writing;</li> <li>The ability to use ICT (e.g. e-mails, social media etc.);</li> <li>Good personal organisation (i.e. gets the job done right and on time);</li> <li>Ability to work independently and as part of a team;</li> <li>Ability to show initiative in a range of situations;</li> <li>Ability to work with sensitivity and respect;</li> <li>Ability to interact positively with pupils, parents/carers and colleagues; and,</li> <li>Participation in training and development activities.</li> </ul>	<ul style="list-style-type: none"> <li>Skill/s relating to sports or the arts; and,</li> <li>Ability to use social media platforms (e.g. Facebook).</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Friendly and sensitive;</li> <li>Reliable, organised and punctual;</li> <li>Enthusiastic; and,</li> <li>Dedicated and loyal.</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin.</li> </ul>	

