



## Job Description

<b>Post title</b>	After School Club Leader
<b>Academy</b>	Haberdashers' Hatcham Temple Grove Primary
<b>Grade</b>	College's own salary scale, commensurate with experience and qualifications
<b>Responsible to</b>	Head of Primary

### Summary of the overall purpose of the job

This role is being created to appoint an innovative After School Club leader to Lead and be responsible for the day to day organisation of the After School Provision at Hatcham Temple Grove school providing high standards of care and play opportunities for children between the Ages of 4 – 11 Years old in a safe and secure environment. You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

### Key responsibilities and objectives of the job

- To lead the day to day management and organisation of the After School Club
- To provide line management to a team of play worker, directing the work of staff based at the After School Club, supervising their activities and inducting new staff members.
- Work with all staff to ensure and provide care, play opportunities and activities in a nurturing and safe environment, with regard to the individual development needs of the children.
- To lead and motivate a team of staff to deliver high quality creative play opportunities in a safe and caring environment.
- Liaise with the school with regard to the needs of children who attend the club.
- To liaise with parents to encourage parental involvement and support the After School Club.

#### ✓ Management and Administration

- 1.1. Uphold, implement and regularly review all policies and procedures of the group in partnership with the staff team

- 1.2. Maintain all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- 1.3. Meet with the Headteacher on termly basis to ensure rigid financial control of the 'Hatcham Temple Grove After School budget and be responsible for ordering and purchasing of equipment, supplies and resources.
- 1.4. Be solely in charge of the collection of fees, ensuring that any money transactions are handled and documented as directed by the school's bursar.
- 1.5. To be responsible for the day to day administration and record keeping of pupils attendance as well as maintaining records of attendance of staff members and managing staff absences and lateness.
- 1.6. To effectively manage the occupancy levels of the After School Club; managing the waiting list and offering childcare places. Promoting and marketing After-school Club effectively to maintain occupancy
- 1.7. Monitor and evaluate the quality of the service.
- 1.8. To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
- 1.9. To ensure that all staff work within the policies and guidance and procedures of the schools' policies.
- 1.10. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Haberdashers' Aske's Hatcham College.
- 1.11. To carry out any other duties, which will be seen to enhance the work of the school's extended day services.

✓ **Staff**

- 2.1. Recruitment and induction of staff is carried out in accordance with the Recruitment Policy
- 2.2. To work in partnership with the School's Strategic Leadership Team to provide an appraisal system for staff and the organise staff training to meet identified training needs
- 2.3. Take responsibility for personal professional development, including participation in own annual appraisal, any necessary training and attending After School Club Managers meetings to keep abreast of all current issues relating to providing Wrap around Care.
- 1.1.

### General responsibilities and objectives

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety

- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies.

The job description will be subject to reasonable review

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed:

## Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED
			AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
NVQ level 4 in Child Care/Play work or equivalent	✓		AP,I, R, AS
Experience			
• Excellent communication skills	✓		AP,I, R
• Recent experience of working with children age 4-11	✓		AP,I, R
• Effective teaching and learning styles	✓		AS,I,R
• Will have knowledge of the theory and practice of providing effectively for the individual needs of all children (e.g. organisation of activities and learning strategies)	✓		AP,I,R
• Good knowledge and understanding of equal opportunities and special educational needs	✓		AP,I,R
• Relevant supervisory/management experience		✓	AP,I, R
• Experience of working with children with individual needs	✓		AP,I,R

• Ability to inspire, demonstrate and support the highest of expectations for all	✓		I, AS, R
• Experience of monitoring and evaluation practices	✓		I, R, AP
• Experience in behaviour management			AP, I
• Ability to oversee a budget and prioritise spending	✓		AP, I, R
• Ability to continue to develop the school's response to its changing community	✓		I, AS
Personal characteristics/other requirements			
• Ability to motivate, develop and inspire others: both colleagues and students	✓		I,AP, R, P
• Knowledge of the Ofsted Framework and Safeguarding requirements	✓		AS,I,R
• The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection		✓	AP,AS,I, R
• Promote the school's aims positively, and use effective strategies to monitor motivation and morale	✓		AP,AS,I,R
• Develop good personal relationships within a team		✓	AP,AS,I
• Establish and develop close relationships with parents, governors and the community	✓		AP,AS,I
• Communicate effectively (both orally and in writing) to a variety of audiences	✓		AP,AS,I
• Believe and contribute to our school ethos 'Working together to be the best we can'	✓		AP,AS,I, R
• Create a happy, challenging and effective learning environment		✓	AP,AS,I
• Commitment to safeguarding and promoting the welfare of children and young people	✓		AP,AS,I
• Enjoys the humour and diversity of children		✓	AP,AS,I
• Be a part our 'can do' culture and demonstrate that you can go 'above and beyond'	✓		AP,AS,I
• Ambitious for further development and promotion in due course		✓	AP,AS,I
• Leads by example with high professional standards	✓		AP,AS,I