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| Job Title | **After School Club Coordinator** |
| Department | **After School Club** |
| Date | **Monday 20 April 2020** |

1. **Job Summary**

To run a high quality After School Care operation at The Royal Junior School, providing the facility for children to be on the school premises after school hours.

1. **Principal Duties and Responsibilities**
	1. To liaise with teachers, office staff and the bursary in order to keep accurate records of pupils attending.
	2. To keep accurate and up to date registers and pupil database.
	3. To organise the necessary staffing ratios and timetables. The staff pupil ratio is 1:10 for 5 - 11 year olds and 1:8 for 4 year olds.
	4. To ensure that prep is supervised and completed before play activities are undertaken.
	5. To plan and organise activities for pupils attending After School Care.
	6. To ensure that those pupils who attend both Sundowners’ clubs and After School Care are supervised as they transfer between buildings.
	7. To monitor the quality of activity provided by all Club Providers in both After School Care and Sundowners.
	8. To ensure there is a varied and balanced programme of extra-curricular activities on offer, which appeal to both girls and boys, and of varying ages.
	9. To order & prepare snacks for After School Care & Sundowners clubs.
	10. Order resources and manage an assigned budget.
	11. Manage the health & safety arrangements for this period of the school day including fire drills each term.
	12. To communicate clearly and efficiently with parents, Club providers, minibus drivers, the Senior School Boarding House team, School Sister and Teachers, as appropriate.
	13. To ensure that no pupil leaves the premises unless collected in person by his or her parent, or a known representative.
	14. To ensure that there is no unauthorised access to pupils when in After School Care.
	15. Work in partnership with all staff to provide a stimulating and rewarding environment that values children’s interests and engagement.
	16. To help foster the continuity, progression and ethos necessary for whole school identity throughout the Royal School.
2. **Other**
	1. Participation in the Performance Development Review process.
	2. Engage fully with own professional development.
	3. Compulsory Attendance at School Events which include but are not limited to INSET, Prize Day, Parents Information Evening, Carol Service, Open Day.
3. **Health & Safety**
	1. Adherence to the School Health and Safety policy.
	2. Ensuring daily adherence to the School Health & Safety standards.
4. **Interaction with Pupils**
	1. As the role involves unsupervised contact and interaction with pupils during the course of undertaking normal duties on a day-to-day basis in a variety of settings, all post holders are expected to adhere to and fully comply with the school’s Safeguarding Policy.

1. **Support for the School**
	1. To read, understand and abide by the latest KCSIE statutory guidance and the school’s safeguarding policy and staff code of conduct. All employees are required to complete an annual self-declaration in relation to their suitability to work with children. Queries about these documents are encouraged and should be directed to the Designated Safeguarding Lead, or Deputy in the first instance.
	2. To be aware of and comply with the school’s policies and procedures relating to equal opportunities, dignity at work, health, safety and security, confidentiality and data protection, reporting any concerns to an appropriate person.
	3. To contribute to the overall ethos, work and aims of the school.
	4. To establish constructive relationships and communicate with other agencies / professionals / colleagues to support achievement and progress of students and the enhancement of the work culture.
2. **Mandatory Training Requirements for the Role**
	1. General Health & Safety induction
	2. Fire Safety
	3. Safeguarding

*Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the ever-changing pressures which The Royal School faces. This job description is a guide to the level and range of responsibilities, which the post holder will initially be expected to undertake. It’s neither exhaustive nor inclusive and will be changed from time to time, so as to meet the changing circumstances and demands. The Employee is expected to undertake other duties and responsibilities as are necessary to meet the needs of the School, its pupils, educational requirements and pastoral standards of care. It will not form part of the post-holder’s contract of employment.*

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| **Signed:** |  |
| **Print Name:** |  |
| **Date:** |  |