



Job descriptions and Person Specification

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| POST: | After School Club Leader |
| GRADE: | Grade D |
| RESPONSIBLE TO: | Head Teacher |
| STAFF MANAGED: | |
| POST REF: | JOB FAMILY: 7 |
| JOB PURPOSE: | The core focus of this job is to ensure the provision of high quality out of hours school provision for children, within a positive, safe & happy environment. The post holder will do this by planning an appropriate range of fun activities. |
| JOB CONTEXT: | <p>The out of hours school club provides a safe environment for children prior or after school, and encourages health eating and creative play opportunities.</p> <p>This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English</p> |
| ACCOUNTABILITIES / MAIN RESPONSIBILITIES | |
| Operational Management | <ul style="list-style-type: none"> • Take daily register of children attending (provided by School office) • Prepare snacks for the children following food hygiene practices, and clean up afterwards • Prepare and set up room • Administer basic first aid as required • Undertake the personal care of children as required, including toileting, dressing, sickness • Ensure the children and young persons are supervised at all times • Follow the school's policies, procedures, aims and objectives • Promote the club by maintaining the HOOSC noticeboard • Ensures the equipment is maintained and stored appropriately |
| Resource Management | <ul style="list-style-type: none"> • Responsible for the purchase of food/drink |

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| Communications | <ul style="list-style-type: none"> • Close liaison with parents, colleagues, pupils • Report on the progress of the club and any issues of concern to school leadership team |
| Partnership or Corporate Working | <ul style="list-style-type: none"> • Communicate with school staff, parents and children/young people as appropriate |
| Systems and Information | <ul style="list-style-type: none"> • Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details |
| Planning and Organising | <ul style="list-style-type: none"> • Take a lead role in the planning of a variety of safe, creative and appropriate play opportunities |
| Safeguarding | <ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of the children and young people. • Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them. |
| Data Protection | <ul style="list-style-type: none"> • To comply with the County Council's and schools policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality. |
| Health and Safety | <ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment. • Ensure the safety of all children in the event of a fire/drill or other emergency • Ensure all accidents and emergencies are dealt with according to the policy |
| Equalities | <ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement |
| Flexibility | <ul style="list-style-type: none"> • North Yorkshire County Council provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures. |
| Customer Service | <ul style="list-style-type: none"> • The County Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The County Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. |

Date of Issue:

April 2024

PERSON SPECIFICATION

JOB TITLE: Play Leader/ Before or After school club Supervisor (delete as appropriate)

| Essential upon appointment | Desirable on appointment |
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| <p>Knowledge</p> <ul style="list-style-type: none"> • An understanding of and commitment to the provision of good quality childcare • An understanding of food hygiene rules • Health & safety knowledge, including lifting and handling and fire prevention • A sound understanding of safeguarding procedures • Knowledge of Healthy Eating | <ul style="list-style-type: none"> • Knowledge of school policies and procedures • Knowledge of child development & learning processes |
| <p>Experience</p> <ul style="list-style-type: none"> • Significant experience of working with children in a play work or educational setting | <ul style="list-style-type: none"> • Staff supervision experience |
| <p>Occupational Skills</p> <ul style="list-style-type: none"> • Ability to plan, deliver and evaluate safe activities relevant to the age of the children • Organisational skills • Ability to work on own initiative and use common sense • Ability to communicate effectively with parents and colleagues, verbally and in writing • Ability to maintain confidentiality • Ability to work effectively in a team • Committed to continuing professional development • Emotional resilience • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Behaviour management skills • ICT skills • Ability to work as a team member | <ul style="list-style-type: none"> • Behaviour management skills • Basic ICT skills |
| <p>Qualifications</p> <ul style="list-style-type: none"> • Recognised childcare qualification at level 2 or equivalent • Current first aid certificate | <ul style="list-style-type: none"> • Level 3 childcare qualification • Food Hygiene certificate • Paediatric first aid certificate |
| <p>Other Requirements</p> <ul style="list-style-type: none"> • Enhanced DBS clearance • The ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post | |
| <p>Behaviours</p> | <p>Link</p> |

NB – Assessment criteria for recruitment will be notified separately.