**JOB DESCRIPTION**

SCHOOL: Kirkby Woodhouse School

POST TITLE: After School Club Leader (ASC)

**Salary and hours**

Grade: Grade 3, point 5-7 depending upon experience

Salary: TBC depending upon experience

Hours: 13 hours 45 minutes per week – Term Time Only (3pm – 5.45pm)

**Job Description**

To ensure the smooth running of After School Club, leading other After School Club staff to ensure a high quality provision of a healthy snack and varied activities for pupils to enjoy in a relaxed and purposeful environment at the end of the school day. Responsible to the Head Teacher.

**Responsibilities**

* To safeguard children and ensure and promote their health and safety
* To endeavour to meet the individual needs of all children attending ASC and to help provide a warm, caring and safe environment.
* To be conscious of safety at all times, and to follow the Health and Safety policy.
* To administer first aid as appropriate and to keep records of any accident or incident.
* Purchasing of food etc & stock control, ensuring cupboards, fridges etc are also cleaned.
* Set up area before children arrive and with other ASC staff pack away at the end of the session (ensuring area is cleaned after every session)
* Plan and coordinate activities and games to interest and stimulate children
* Organise the space and resources to create a welcoming, relaxed and informal environment
* Meet and greet parents and children as they collect children (ensuring a positive relationship with both)
* Note any information passed on from parents and pass to the relevant professionals
* Interact with children, hold discussions, play games or simply have a conversation on a one to one basis
* Ensure a good balance between free choice play and directed play where necessary
* Ensure there is a good standard of behaviour in line with the school’s behaviour policy and bring any concernes to the attention of parents relay these conversations to ASC team and Senior Leaders
* Communicate any relevant news or issues to others in ASC team
* Lead the team to ensure the provision is consistent, effective and of a high standard.

**Administrative duties**

* Record attendance on daily register (including time of arrival and departure)
* Maintain weekly attendance register
* Ensure all records are kept updated and correct procedures regarding medicines are followed
* Keep other staff aware of relevant ASC news
* Ensure planning is consistent with EYFS requirements
* Liaise with school office staff and Headteacher on all relevant matters and issues.

**Skills and personal qualities needed**

* Child centred
* Good organisational and communication skills
* Able to lead and motivate a team
* Reliable
* Professional and positive approach
* Patience and flexibility
* Resourceful, practical and good at problem solving
* Basic food hygiene certificate (training provided where needed)
* First-aid certificate (training provided where needed)
* A suitable childcare qualification (NVQ level 3 or equivalent in childcare, or working towards level 3)