

## **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 concerns 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)