



## Job Description – After School Club Leader

Nunthorpe Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

### Job details

**Salary:** £13.16 - £13.84 per hour

**Hours:** 14.5 hours per week - Monday to Thursday 3.00pm – 6.00pm, Friday 3.00pm – 5.30pm

**Contract type:** Permanent

**Reporting to:** Head Teacher

**Responsible for:** After School Club Team

### Main purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

### Duties and responsibilities

#### Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupil's development
- Work within your team to communicate on how the activities will run
- Provide snacks and drinks to children using the club
- Offer educational instruction where needed to help pupils share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback concerns to class teachers
- Manage stock resources necessary to carry out planned activities, snacks etc.

#### Health and Safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure Health & Safety policies and procedures are followed by the team

## **Behaviour**

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

## **Working with others**

- Communicate effectively with other extended provision staff
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate

## **Safeguarding**

- Report any Safeguarding concerns to the Safeguarding Leads
- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

## **Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role