

## **Job Description**

1. Job Title: After School play leader
2. Reports to: Club Supervisor
3. Location: After School Club
4. Date: September 2019

**5. Job Purpose:**

- To be responsible for providing the highest levels of care for every child in the allocated area. Ensuring that each child is treated as an individual and that its development needs are met on an ongoing basis. To ensure that the After school club environment promotes and upholds equal opportunity policies through diverse activities and positive language

**6. Accountabilities:**

- Promoting a positive attitude and encourage positive behaviour which welcomes children of varying backgrounds and cultural experiences.
- To communicate daily with parents with regards to their child's progress in order to ensure their confidence and trust in the After School Club.
- Contribute to your training and development plan in your Appraisal.
- Ensure you are adhering to the policies and procedures at all times, and that each individual is presented with a good impression of the After School Club.
- To do fun, stimulating and exciting activities on an individual and group basis. In line with the EYFS (Early years foundation stage).
- Assist with the devising & maintenance of suitable routines in line school policy, whilst considering the needs of children as individuals and as part of a group.
- To support the supervisor and Head teacher in ensuring that all policies, procedures and planning are implemented to deliver anti-discriminatory practice, making close reference to the Equal Opportunity Policy and Procedure and SEN Policy and Procedure.
- To plan and deliver a standard of care which meets legislative requirements and allows children to develop to their full potential.

- Develop and maintain effective communication with colleagues, children, Parents/Carers, Supervisor, Head Teacher, learning assistants, school staff, Toy box pre-school, Governor's and other individuals to ensure professional standards are maintained.
- To ensure that parents are aware of their child's general behaviour.
- Ensure the After School Club represents Long Sutton School in a professional, caring and customer focussed manner at all times
- To follow health and safety guidelines, checking all equipment, reporting any concerns to the Supervisor or Head Teacher team and to contribute suggestions for future improvement
- To be responsible for reporting / recording of accidents and incidents within the club
- To work within and contribute to our school's Christian ethos

## **7. Judgement Skills**

- The jobholder is responsible for the general care and safety of all children, but within the Club and in the School as a whole, ensuring that the needs of the children are met and are age appropriate.
- The jobholder is expected to take responsibility in ensuring that developmental charts / records are kept up to date.

## **8. Freedom of action**

- The jobholder is expected to positively challenge staff behaviour and practices, always striving to provide highest quality care
- The jobholder must be able to use own initiative and work as part of a team with appropriate supervision from the Club management.

## **9. Environment**

- A shift pattern will operate through out the club that is organized at a local level by the club supervisor to ensure that the correct children: staff (as set out by OFSTED) ratios are maintained at all times.

### *Person Specification*

Requirement	Essential or Desirable?	How Assessed?
<b>Qualifications / Education / Training:</b> <ul style="list-style-type: none"> <li>• NVQ Level 3 or 2 in Play work or equivalent <i>[Childcare]</i></li> <li>• First Aid &amp; Food Hygiene</li> <li>• Child protection training</li> <li>• Sports Qualification to level 2</li> </ul>	Essential Desirable Desirable Desirable	Via application form & Certificate presentation
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working with children aged 2 – 11yrs.</li> <li>• Experience of working within a team.</li> <li>• Experience of dealing with parents and customers.</li> </ul>	Essential Desirable Essential	Via application form and interview
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of Ofsted and the Early Years Foundation Stage Welfare Requirements</li> <li>• Knowledge of the play work industry</li> </ul>	Desirable  Desirable	Via application form and interview
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>• Excellent communication skills, particularly able to communicate with children and parents</li> <li>• Ability to work under pressure and react to a changing environment</li> <li>• Strong prioritisation skills and ability to manage children s behaviour</li> <li>• Ability to work flexibly to run/cover activities</li> <li>• Team player</li> <li>• Ability to negotiate</li> </ul>	Essential  Essential  Essential  Essential Essential Desirable	Via application form and interview
<b>Personal Attributes:</b> <ul style="list-style-type: none"> <li>• Self-motivated</li> <li>• Ability to make decisions and use own initiative</li> <li>• Creative and motivated to organise and run stimulating children’s activities</li> <li>• Prepared to learn new skills</li> <li>• Ability to work within &amp; contribute to our school’s Christian ethos</li> </ul>	Essential Essential Essential  Essential	Via application form and interview
<b>Other:</b> <ul style="list-style-type: none"> <li>• Ability to use Microsoft Word, Excel and Outlook</li> </ul>	Desirable	Via application form and interview