

Job Description

Job Title	After School Club Co-Ordinator
Grade	2020 Scale 4 (2019 Band 2)
Reports to	Deputy Headteacher
Liaison with	Pupils Office Manager After School Club Co-ordinator Deputy Headteacher Headteacher Catering And Caretaking Staff
Job Purpose	<p>To be responsible for the development and daily supervision of the After School Club providing a safe, caring and stimulating environment for children.</p> <p>To work in partnership with parents and carers, and to promote the wellbeing of the children.</p> <p>To develop, implement and review the policies, procedures and practices within the After School Club in line with the agreed principles of the After School Club ethos.</p>
Principal Accountabilities	<ul style="list-style-type: none"> To maintain the safety, welfare and good conduct of the pupils during After School club.
Duties	<ul style="list-style-type: none"> Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children at all times. Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to. Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the After School Club to ensure the safety and wellbeing of all those who use and work in the Club. To supervise the safe escorting of children to ensure their wellbeing at all times. Take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children and implement policies and procedures within the After School Club. Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met. Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club, and maintain up to date records of resources and accurate financial records are adhered to and income and expenditure is kept within budget, ensuring confidentiality is adhered to at all times. To deal with any immediate problems or emergencies arising according to the school's policies and procedures.

	<ul style="list-style-type: none"> • To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the After School Club, or any other issues that may be relevant. • To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities. • The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.
General	<ul style="list-style-type: none"> • To attend relevant training and meetings as required. • To respect confidentiality at all times. • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. • The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

After School Club Assistant

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid Level 2 Food Hygiene Certificate
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role