St Cedd's School

Job Description

Job Title: After-School Club Manager (TLC)

Responsible to: **Head of Pastoral**

Responsible for: **After-School (TLC) Assistants**

Key Accountabilities:

Management of TLC Staff

- Oversee the efficient daily running of TLC.
- Provide the Catering Manager with pupil numbers to facilitate ordering of food for TLC.
- Hold regular meetings with TLC staff.
- Provide an induction for all new staff to the TLC after-school club.
- Provide professional support for all TLC staff.
- Carry out all responsibilities and activities according to the School's Policies and Practices.
- Develop and maintain good professional communication with all staff members of the TLC club and the school community including parents.
- Keep the Deputy Head informed of all staff absences and provide the Deputy Head with details of cover arrangements.

Pupil Roll, Registers and Pupil: Staff ratios

- Take responsibility for the TLC registers and inform relevant staff of pupils' attendance.
- Forward the registers to the Bursar by end of each half-term for billing.
- Place orders for stationery, resources, toys and games for TLC with the Front Office.
- Keep the TLC pupil notice board updated and co-ordinate displays of the children's work.

Safeguarding and Education of Pupils

- Provide a safe and secure environment for all the children who attend TLC.
- Arrange for collection of pupils from classrooms.
- Liaise with the teaching staff on a daily basis regarding clubs or concerns about pupils.
- Ensure safe delivery of pupils to parents, guardians and/or carers.
- As a First Aider (Paediatric) administer first aid as appropriate in the absence of the Matron.
- Work to create a positive, encouraging environment that allows every child in the TLC club to experience a range of after-school activities

- Act as a ‘sounding board’ for TLC staff on parental and pupil concerns in relation to TLC.
- Assist the Head in the recruitment and appointment of new TLC staff.
- Bring expertise and experience to the organisation of TLC.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Head to undertake work of a similar level that is not specified in this job description.