Job Description

JOB TITLE	After School Club Lead (Coastguards)
JOB FAMILY	Lunchtime & Wraparound care
PHASE	Primary
REPORTING TO	Headteacher
RESPONSIBLE FOR	Coastguard playworker team

Job Purpose

To be responsible for the development and daily management of the After School Club providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the wellbeing of the children.

To develop, implement and review the policies, procedures and practices within the After School Club.

Duties and Responsibilities

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and implement activities to ensure the National Standards and out of school play values are met at all times and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and be responsible for all Health and Safety matters in the After School Club to ensure the wellbeing of all those who use and work in the club.
- 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 ensuring compliance with legislation and the school framework.
- Ensure that high standards are maintained with regards how the club runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of After School Club staff in order that appropriate staff are appointed.
- 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 to ensure that the schools

financial procedures are adhered to and income and expenditure is kept within budget, ensuring that all records maintained confidentiality.

- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the After School Club, 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 After School Club's Equal Opportunities policy is adhered to.
- The After School Club Lead will be expected to direct and supervise the After School Club staff.

Generic Duties relevant to all members of Staff

The Trust

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".
- You will be based at New Horizons Primary School. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

Working with colleagues and other relevant professionals

- To work with colleagues to achieve school objectives and targets
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.

- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its

Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a After School Club Lead

Name:……..

Signed: ……..

Date: ……..