

Job Description: After School Club Team Leader

Introduction: Job Purpose

Be responsible for the operation, delivery and performance of the After School Club, including supervision of staff for each session, Health and Safety management and legislation, policy and process management.

Work as part of the senior leadership team to assist the Head Teacher and Governing Body to provide after school care for pupils of The Avenue Infant School and Park Junior School.

This provision is income generated and is not funded by the school budget.

Job context:

The Avenue Infant School is a community maintained infant school in Northamptonshire with 180 pupils. Park Junior School is a junior school (academy) with 240 pupils. The Avenue Infant School operates an After School Club as part of the childcare element of its extended school provision for both The Avenue Infant School and Park Junior School pupils. The After School Club is income generated and parents pay fees to send their children to the club. The club operates from 3.15 – 6.00pm Monday to Friday during term time.

The Headteacher and senior leadership team oversee all areas related to the delivery of school strategy. The After School Club Team Leader oversees the delivery and provision of the after school club childcare. The manager is assisted by the School Business Manager, Bursar and after school club assistants.

Main duties:

- Liaise with the Headteacher of the child's school regarding any safeguarding concerns for children in the provision.
- Lead the daily after school provision to ensure the quality of child care provision is of a high standard through creating:
 - A safe, stimulating and caring provision appropriate to the development needs of the children in order to enable children to develop their social, cognitive and physical skills and to meet their emotional needs
 - A wide range of play experiences
- Ensure each after school session is appropriately staffed maintaining Ofsted standards for adult: child ratios
- Ensure the health and safety of all staff in the club, including accurate keeping of registers, first aid, medicines, risk assessments, security and fire regulations.
- Provide-a healthy snack for each session, allocating preparation and serving to members of the team
- Maintain up-to-date training and support the wider team in following policy and procedures of the provision.
- Ensure the best use is made of resources to benefit the children and families.
- Liaise with parents and carers to maintain effective communication to enable high quality childcare that best meets the needs of all those attending.

Person Specification- Knowledge, Skills, Attributes and Qualities

After School Club Team Leader

Areas of Assessment	Essential	Desirable
Qualifications / Training, Knowledge and Experience	<ul style="list-style-type: none"> ■ Relevant and proven childcare experience / working with children 4-11 years old ■ Understanding of the varied needs of children and their families ■ Understanding of safeguarding and child protection legislation, guidance and procedures ■ Knowledge of health and safety requirements in relation to the operation, development and maintenance of the setting 	<ul style="list-style-type: none"> ■ Level 3 child care qualification or relevant experience ■ Appropriate child protection training ■ Current paediatric first aid certificate ■ Current basic food hygiene ■ Has relevant supervisory experience ■ Awareness of the EYFS Statutory requirements that impact wraparound provision ■ Supervision and deployment of staff
Qualities and skills	<ul style="list-style-type: none"> ■ Excellent leadership, communication & organisational skills ■ Able to interact well with both children and parents ■ Ability to work on own initiative and as part of a team ■ Is able to monitor and evaluate the quality of the service, ensuring that all staff work within the club's policies, guidance, safeguarding and procedures ■ Be creative with good knowledge of a range of recreational and physical activities for children to participate in ■ Encourage fair and caring behaviour among the children ■ Value and prioritise inclusivity and equal opportunities to the provision for all pupils ■ Encourage independence and self-esteem ■ Talk to children about their concerns or worries ■ Deal with injuries and emergencies in a calm manner ■ Liaise with parents, carers, and other professionals ■ Ability to be <u>very</u> flexible and respond to changing circumstances at short notice <u>with good humour</u> ■ Clear and effective behaviour management skills and strategies and ability to manage some challenging behaviours in a calm and positive manner always seeking to promote the self-worth of every child. 	