

## Job Description

<b>Job Title</b>	After-School Club Play Leader
<b>Grade</b>	Band 1
<b>Reports to</b>	Headteacher
<b>Responsible for</b>	N/A
<b>Liaison with</b>	Headteacher, Class Teachers, Catering And Caretaking Staff, Pupils
<b>Job Purpose</b>	Acting as part of a team, to take care and control of and organise play activities for all the children on the school premises during the after-school club period.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the after-school club period</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Assist children in play activities and to ensure they play appropriately.</li> <li>Clear games apparatus when finished and monitor use.</li> <li>Assist children with eating their meal if applicable.</li> <li>Clear tables when meals are finished and clear up any associated spillages.</li> <li>Administer basic first aid as required.</li> <li>Keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed.</li> <li>Maintain good order and discipline among pupils whilst involved in play activities, with particular reference to health and safety.</li> <li>Enforce the necessary sanctions for maintaining good order.</li> <li>Issue play award certificates.</li> <li>Provide pastoral care guidance and advice to pupils as appropriate.</li> <li>Alert the headteacher about any concerns regarding an individual child and their play capabilities.</li> <li>Keep daily attendance records.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>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.</li> </ul>

## PLAY LEADER – PERSON SPECIFICATION

<b>General heading</b>	<b>Detail</b>	<b>General Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of working with children in a paid or voluntary capacity
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid
	Literacy	Basic reading and writing skills.
	Numeracy	Ability to count and undertake basic calculations.
	Technology	Ability to use basic equipment e.g. photocopier, video.
<b>Communication</b>	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
<b>Working with children</b>	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/School organisation	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 and promote the value of emotional and physical wellbeing in children. Take responsibility for own wellbeing
<b>Working with others</b>	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 using appropriate communication styles Ability to build open and honest relationships.
	Team work	Ability to work effectively with other adults in the school.
	Information	Ability to provide timely and accurate information.
<b>Responsibilities</b>	Organisational skills	Good organisational skills
	Line Management	Not applicable
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
<b>General</b>	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health and Safety
	Child Protection	Understand and comply with child protection procedures
	Confidentiality/Data Protection	Understand and comply with procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role

