

### Job Description

<b>Job Title</b>	Before and After School Club Leader (The Hideout)
<b>Academy</b>	Warboys Primary
<b>Reports to</b>	Headteacher
<b>Line Management of</b>	Before and After School Club Staff
<b>Working Hours &amp; Pattern</b>	Part-time (23.75 hours per week): 7:15-8:45 am and then 2:45 – 6:00 pm, Monday to Friday, 38 weeks per year (term time only)
<b>Salary / Grade</b>	SCP 11
<b>Date Last Evaluated</b>	December 2019
<b>Core Purpose</b>	To provide effective and efficient leadership of The Hideout so that high quality and varied activities are offered within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the club, including those with special needs. To be responsible for delivery of activities within the provision, leading the general administrative / clerical / financial duties in the Club, but not management of the Club budget.

<b>Key Responsibilities</b>
<ul style="list-style-type: none"> <li>• Be responsible for the day to day organisation of The Hideout.</li> <li>• Provide an interesting and stimulating environment by organising resources purposefully.</li> <li>• Maintain control and discipline and provide safe, creative and appropriate play activities.</li> <li>• Provide full care of the children including collection from class at the end of the day and the delivery of children to their parent/carer.</li> <li>• Administer first aid as appropriate.</li> <li>• Manage and lead a team of play workers, ensuring that there is an appropriate level of staffing at all times.</li> <li>• Liaise with the Finance Manager in respect of the purchase of equipment and materials within an agreed budget and ensure that the Club receives value for money.</li> <li>• Facilitate the provision of a snack during the opening hours of the club.</li> <li>• Be aware of any special needs for children attending the club (e.g. medication, allergies or any other medical requirements) and make appropriate adjustments to care and provision.</li> <li>• Report a child's problems/achievements to parents as necessary.</li> <li>• Maintain registers of attendance/absence and other child records.</li> <li>• Assist in club marketing and promotion.</li> <li>• Support the Finance Manager and Headteacher to draw up an annual development plan and help monitor progress.</li> <li>• Report on quality of provision to the Headteacher and academy committee.</li> </ul>
<b>General Responsibilities</b>
<ul style="list-style-type: none"> <li>• Comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</li> <li>• Create and maintain positive and supportive relationships with staff, parents, business, community and other stakeholders.</li> <li>• Be aware of the Academy's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.</li> <li>• To engage with appropriate training opportunities to promote professional effectiveness in this role.</li> <li>• Participate in the ongoing development, implementation and monitoring of the Trust and Academy Improvement Plans.</li> </ul>



- To treat all information acquired through employment, both formally and informally, in strict confidence.
- To be aware of the school's responsibilities under the General Data Protection regulations (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
- Be aware of and comply with policies and procedures relating to child protection, reporting all concerns to the Designated Safeguarding Lead.
- Be aware of and comply with the codes of conduct, regulations and policies of the Trust and Academy and its commitment to equal opportunities.

**The duties and responsibilities listed above describe the post as it is at present. It cannot be read as an exhaustive list of duties and may be altered at any time with Academy approval.**

**Note: Every job description in the organisation will be subject to a review either:**

- On an annual basis at the time of the annual appraisal meeting, or
- As a result of a change in strategic direction, or
- As a result of a team/operational requirements, or

**It is the shared responsibility of the post holder and their manager to ensure that the job description is kept up to date.**



### Person Specification

Attribute	Essential or Desirable	Assessment
<b>Qualifications</b>		
Relevant Child Care qualification (or equivalent)	E	A/I
<b>Knowledge and Understanding</b>		
Knowledge of safeguarding requirements	E	A/I
Knowledge of Early Years Foundation Stage	D	A/I
<b>Skills and Abilities</b>		
Ability to form good relationships with children	E	A/T/R
Ability to keep records and undertake necessary administration	E	A/I/R
Ability to work as part of a team	E	A/I/R
Ability to manage resources / budget	E	A/I/R
Good communication skills (oral and written)	E	A/I/R
Good numeracy and literacy skills	E	A/I/R
Ability to maintain confidentiality	E	A/I/R
Basic knowledge of First Aid	E	A/I/R
Ability to make effective use of ICT (e.g. Word, Excel)	E	A/I/T
Flexible attitude to work	D	A/I/R
<b>Experience</b>		
Working with or caring for children of relevant age	E	A/I/R
Undertaking administrative tasks	E	A/I/R
Line management of a team	E	A/I/R
<b>Personal Commitment</b>		
Demonstrate and adhere to TDET and Academy's Core Values.	E	A/I
Commitment to equality and diversity in the workplace.	E	A
Adhere to GDPR guidelines and the Academy's internal procedures.	E	A
Adhere to the Academy's Safeguarding and Prevent policy and procedures.	E	A/I
Adhere to TDET's Health and Safety policy and procedures.	E	A

### Assessment methods

**A – Application    I – Interview    T – Task/Activity    R – References**