

Northern Education Trust – Job Description

Job Title:	Out of School Club Lead	JE Reference:	JE332
Base:	Hazlehurst Primary Academy		
Reports to:	Vice-Principal/Principal	Grade:	Grade 3 SCP 7 – SCP 8
Service responsibility:		Salary:	£27,274.00 - £27,709.00 (FTE) Pro rata - £12,373.92-£12,571.27
Additional:		Term:	19 hours, 39 working weeks, 45.942 paid weeks

JOB PURPOSE

- To ensure the smooth running of the Tea Club, ensure a high quality provision of a healthy meal and varied activities for students to enjoy in a relaxed and calm environment at the end of the school day.

JOB RESPONSIBILITIES

1. To follow the healthy eating policy and keep updated with any new information
2. To safeguard children and ensure and promote their health and safety
3. Ensuring any food storage areas are cleaned
4. Set up the area before children arrive and, with other tea club staff, pack away at the end of the session (ensuring the kitchen area is cleaned after each session)
5. Plan and coordinate activities and games to interest and stimulate the children
6. Organise the space and resources to create a welcoming, relaxed and informal environment
7. Meet and greet parents and children as they depart (ensuring a positive relationship with both)
8. Note any information passed on from parents and pass onto relevant professionals
9. Settle children and serve meal, encouraging the children to be independent or help others
10. Interact with the children, forming discussions, playing a game or simply having a conversation on a one-to-one-basis.
11. Monitoring behaviour and ensure that everybody is happy and content (any concerns should be shared with relevant professionals)
12. Ensure there is a good standard of behaviour in line with the schools behaviour policy
13. Bring any concerns to the attention of parents
14. Communicate any relevant news or issues to others in the tea club team

Administrative duties

1. Record attendance on a daily register
2. Liaise with the school office staff and Principal on all relevant matters and issues

GDPR

1. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider trust meetings and working groups as required

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed:

Date: