ROCHDALE BOROUGH COUNCIL

SCHOOL: ELM WOOD PRIMARY SCHOOL

JOB DESCRIPTION

Job Title:	Before and After School Club Leader
Grade:	Grade 5 (SCP) 12-17
Responsible to:	**Headteacher, Deputy HeadTeacher and Assistant Headteacher**
Responsible for:	**None**
Hours of Duty:	**5 Hours**
Any Special Conditions of Service:	• The Postholder may be required to attend evening and weekend meetings • The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. **Annual Leave – Term Time Only** – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave. • The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➢ Proud ➢ Passionate ➢ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:

PURPOSE AND OBJECTIVES OF THE JOB

To manage the School's Before and After School Clubs (as applicable), providing a secure environment for all children attending and organising and supervising a range of creative and stimulating activities for individual and groups of children.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with the Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's Performance Management Framework.

Relationships (Internal and External)

Internal:
School staff, senior managers, governors, volunteers, pupils and users of the school.

External:
Parents/carers, staff in other schools and within the Local Authority, and other outside agencies as required.

RESPONSIBILITIES:
The postholder must:

1. Perform his/her duties in accordance with the Authority's/School's Equality and Diversity Policy.

2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

PRINCIPAL DUTIES

1. To develop a creative programme of educational and leisure activities which support stimulates the learning and development needs of children attending the School's Before and After School Clubs.

2. To be responsible for ensuring the provision meets required Ofsted standards and the appropriate Quality Assurance Award.

3. To work closely with the Headteacher and School's Management Team to deliver the Club's objectives, aligning these with the school plan.

4. To be responsible for management of the physical environment and making optimum use of space to support children's development activities.

5. To promote and encourage parental involvement, building positive working relationships and maintaining ongoing communication.

6. To establish and maintain effective working relationships with other professional to ensure that children's needs are met.

7. To supervise the distribution of drinks and snacks to children, following all associated procedures for food hygiene and children's individual dietary requirements.

8. To ensure that good standards of hygiene and cleanliness are maintained at all times.

9. To ensure that children's health and personal records are updated and stored securely.

10. To organize, plan and supervise trips and outings during school holidays <where applicable>.

11. To manage staff working in the Before and After School Club, including recruitment of staff, providing training and support, coordinating and directing activities, and managing performance.

12. To undertake an annual development plan for the Club, establishing areas for development and how these can be met.

13. To be responsible for managing the Before and After School Club's budgets and provide monitoring reports as required.

SECONDARY DUTIES

1. To make a positive contribution to the school, supporting and promoting its ethos, aims and the development/improvement plan.

2. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person (in line with relevant policies).

3. To promote equality and diversity.

4. To participate in training and other learning activities and performance development as required.

5. To attend relevant meetings as required.

6. To undertake such other duties and responsibilities of an equivalent nature as may be determined by the Headteacher (or nominated representative) in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____