

Leaffield C.E. Primary School

The Green, Leaffield, Witney, Oxfordshire, OX29 9NP

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Headteacher: Ms Faye Dean



Job Description: After School Club Leader

Details of Post: After School Leader
3.00 p.m. to 5.30 p.m. Mon-Thu
10 hours a week

Main purpose of the job:

To plan day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school ethos and procedures.

The post holder is responsible for ensuring that all county Safeguarding Children policies are adhered to, and concerns are raised in accordance with these policies.

Main duties:

- To lead the provision of care and creative play opportunities in consultation with children, and in accordance with playwork principles and relevant childcare legislation.
- To ensure that the children's individual needs are recognised and engage them in establishing and maintaining boundaries for their behaviour.
- To supervise the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To ensure that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively. This also applies to any offsite activities.
- To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To assist with day to day administration and record keeping.
- To work as part of the whole school team, liaise with relevant staff, and contribute to the promotion of the club.
- To administer first aid and medication as appropriate.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- To maintain constructive relationships and communicate with parents/carers, other professionals and childcare/play related agencies including the County Council's childcare development staff.
- To work within agreed policies and procedures and undertake other duties, appropriate to the grade, as may reasonably be required by the Headteacher.

Honesty
Hope
Courage
Responsibility
Love
Respect