

## Job Description    After School Club Leader

Start Date:	September 2025
Responsible to:	Operations Manager
Location:	Baden-Powell & St Peter's CE Junior School
Grade:	Grade F, SCP 12-17 (£27,711 - £30,060 FTE) £14.36 - £15.58 per hour
Hours of work:	15 hours (term time only)
Disclosure Level:	Enhanced Disclosure & Barring Service Check

### Overall Purpose

To lead a team of practitioners as part of the Wrap-Around Care Team, in offering a safe, stimulating environment after school with high quality creative play opportunities for our pupils.  
To Liaise with Headteacher as required.

### Safeguarding

*Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.*

*The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.*

### Operational and Main Responsibilities:

- Set up a welcoming environment for children and other adults.
- Maintain a safe and stimulating play environment and assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Help to deliver activities in which meet the children's individual developmental needs in line with any programme provided.
- Supervise the activities of individuals or groups of children. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Regularly utilising appropriate behaviour management skills in line with the school's relevant policies, as well as those skills necessary to promote children's thinking.
- To be the first port of call in an emergency.
- Manage refreshments and snacks in line with school policy and be responsible for ordering food.
- Follow safeguarding procedures in accordance with CLP and school policies and procedures. To advise the DSL of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary.
- To be aware of special needs a child may have and to familiarise oneself with relevant play and learning plans.
- Ensure that clubs are a safe environment for children, equipment is safe, standard of hygiene is high, safety procedures are followed at all times and fire drills/evacuation procedures are carried out effectively.
- To attend staff training courses as and when required.

- To support SLT in preparation of any Ofsted visit as required.
- To undertake any other reasonable duties as directed by the member of SLT responsible for the After School Club.

**Management:**

- Carry out day-to-day administration, ensuring records are properly maintained, e.g. attendance register, accidents, additional sessions, etc.
- Order materials and equipment, keeping to an agreed budget.
- Ensure that all legal and statutory requirements are implemented and provide reports as required.
- Liaise with parents and carers informing them about the club and its activities.

**Performance Management:**

- Report any concerns / issues to the Operation's Manager responsible for the After School Club.
- To liaise with the Operations Manager with regard to appraisal of other staff, as required.
- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

*Whilst every effort has been made to explain the main duties and responsibilities of the Childcare Supervisor role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.*

## Person Specification      After School Club Leader

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> <li>5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>NVQ Level 2/3 or equivalent or working towards this</li> </ul>	<ul style="list-style-type: none"> <li>Basic First Aid training</li> <li>Food Hygiene training</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working with children in an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience of leading a team</li> <li>Experience of working with children who have a variety of educational needs</li> <li>Experience/understanding of OFSTED inspections and follow up</li> </ul>
Professional Knowledge	<ul style="list-style-type: none"> <li>Understanding of the school's health and safety policy</li> <li>Understanding of basic first aid procedures</li> <li>Understanding of food hygiene</li> <li>Knowledge of school's behaviour and management policy and procedures</li> <li>Knowledge of Child Safeguarding</li> </ul>	
Professional skills & abilities	<ul style="list-style-type: none"> <li>Excellent verbal communication skills</li> <li>Patience and commitment</li> <li>Ability to remain calm and make decisions whilst under pressure</li> <li>Good organisational and planning skills</li> <li>Ability to work under own initiative</li> <li>Ability to respond sensitively and flexibly to competing demands from pupils</li> <li>Ability to handle confidential information with discretion</li> <li>Ability to cope with personal hygiene needs and respond sensitively to pupils' needs</li> <li>Ability to work with individuals and small groups of children.</li> <li>Willing to undertake training as required</li> <li>Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li> </ul>	<ul style="list-style-type: none"> <li>Excellent evaluation and monitoring skills</li> </ul>
Physical skills & abilities	<ul style="list-style-type: none"> <li>Ability to work with and control children showing care and understanding</li> <li>Able to exert moderate physical effort; crouching or bending when working with pupils</li> </ul>	

Whilst originally based at Baden-Powell and St Peter's CE Junior School, the post holder will be required to travel to other local sites, including other CLP schools.