

### JOB SPECIFICATION

<b>Job Title:</b>	Afterschool Club Leader
<b>Reporting to:</b>	Headteacher
<b>Grade:</b>	G4
<b>Workplace:</b>	Waterton Academy Trust

<b>Purpose of the Post:</b>	<p>To supervise and take responsibility for a group of children and their carers as they attend Afterschool Club. This will involve providing a warm and welcoming environment and planning, preparing and delivering varied and interesting activities suited to the needs and age range of the children, supervising them as they eat their tea, ensuring a safe and calm environment at all times and handing each child to their parent/carer.</p> <p>The post holder will also have responsibility for co-ordinating the after school club assistants reporting any issues back to their line manager.</p>
-----------------------------	---

<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Greet children on arrival at club, provide and supervise play</li> <li>• Follow Risk Assessments guidelines</li> <li>• Follow Food Hygiene guidelines in preparing food</li> <li>• Supervision of pupils, ensuring their safety</li> <li>• Report any pupil problems or behavioural difficulties in accordance with school policy and work at all times within safeguarding guidelines</li> <li>• Deal with incidents in accordance with school policy; encourage pupils to take responsibility for their own behaviour</li> <li>• Liaise with parents</li> <li>• Assist younger children to cut up food</li> <li>• Hand over pupils safely to the care of their parent/carer</li> <li>• Report all accidents and complete a form for parent</li> <li>• Ensure that any person on the premises is authorised to be there</li> </ul> <p>Other duties commensurate with the grade of the post as directed by the Headteacher.</p>
--------------------------	--

<b>Expectations of All Employees</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Be aware of and support difference and ensure equal opportunities for all</li> <li>• Contribute to the overall ethos/work/aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as required</li> <li>• Participate in training and other learning activities and performance development as required</li> </ul>
--------------------------------------	---



**W A T E R T O N**  
ACADEMY TRUST®

<b>Additional Information:</b>	The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.
<b>Responsibilities for Resources:</b>	<b>Employees (Supervision):</b> Co-ordinate the work of Afterschool Club Assistant(s)  <b>Financial:</b> Identify and order resources within a set budget  <b>Physical:</b> Effective monitoring and use of resources and replacement where necessary
<b>Customers and Clients:</b>	To supervise and ensure the health and safety of children at all times.
<b>Working Conditions:</b>	There may be the requirement to occasionally lift and carry equipment.
<b>Characteristics of the post:</b>	<p>Attendance at meetings as required.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>Employees are encouraged to participate in training activities in order to enhance their own personal development.</p> <p>All employees of a school have a responsibility for promoting and safeguarding the welfare of children and young people.</p> <p><b>The employment checks are required:</b></p> <ul style="list-style-type: none"><li>• Evidence of entitlement to work in the U.K.</li><li>• Evidence of essential qualifications – see page 1 of this job specification</li><li>• Two satisfactory references</li><li>• Confirmation of medical fitness for employment</li><li>• Registration with appropriate bodies (where applicable)</li></ul> <p><b>The following employment checks are required for those positions which are based in a school or working with vulnerable young people and adults:</b></p> <p><b>Evidence of a satisfactory safeguarding check e.g. DBS check at the relevant level.</b></p>