

JOB DESCRIPTION

Job Title:	Afterschool Club Play Leader
Reporting to (job title):	Afterschool Club Manager
Hours of work:	10 hours per week (3pm - 5pm, Monday to Friday, TTO)
Location:	Roseacre Primary Academy, Blackpool
Grade:	Grade B (SCP 2 - 4)

Main Purpose/Responsibility

To support the Afterschool Club Manager in the delivery of the Afterschool Club provision at Roseacre Primary Academy. Creating high quality play opportunities within a safe, nurturing environment for all pupils.

To actively support and model the ethos and aims of Roseacre Primary Academy and AtC.

Main Duties

The below duties are to be carried out at any one of the Trust sites, or at any of the Schools the trust may support.

- Supervise pupils' play activities at Afterschool Club
- Organise and clean play equipment, ensuring safe storage
- Oversee play activities to enhance pupils free time, encouraging valuable play experiences
- Maintain standards of behaviour that comply with the school behaviour policy
- Supervise the transition of pupils from internal to external areas.
- Develop play activities; plan activities on a session or daily basis
- Prepare games and activities
- To support children in areas of personal hygiene, such as toileting and changing nappies, washing and changing, supporting and encouraging toilet training and good personal hygiene skills and routines
- To undertake duties such as preparing snacks, cleaning Club room and toys, tidying up, etc
- Use analytical skills to address particular pupil needs
- Carry out general First Aid duties and attend training as required
- To communicate effectively with parents on a regular basis and report any information from parents as required
- To take care for their own and other people's health and safety

- To ensure confidentiality is maintained where appropriate
- To follow the safeguarding policies and procedures at all times
- Demonstrate own duties to new or less experienced staff

As a member of staff at Roseacre Primary Academy:

- Conduct all activities in a professional manner at all times
- Ensure compliance with policies and procedures relating to child protection, health, safety, security, safeguarding and confidentiality
- Maintain confidentiality and adhere to safeguarding procedures
- Any other duties commensurate with the role

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

AtC is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.



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Roseacre Primary Academy & Nursery

Excellence for all... Excellence from all