



ST. HELEN'S CATHOLIC PRIMARY SCHOOL **JOB DESCRIPTION**

Mission statement

Respect yourself
Respect everyone in our school community,
Respect everyone in our local community,
Respect everyone in our global community,
But most of all, respect God our father in Heaven.

Job Title:	After -School Club Play Leader
Reports to:	Headteacher/Assistant Headteachers
Responsible for:	the management and welfare of all the children attending the after school club
Liaison with:	School Business Manager/Parent & Carers
Job Purpose:	To provide after school care for St. Helen's pupils

Duties

- To be responsible for the day to day organisation of the After School provision providing high standards of care and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment.
- To have a caring and dynamic approach using creative/new ideas for play.
- To have an understanding of what constitutes good quality, accessible provision that meets children's wide range of developmental needs and have regard to the needs of the children who attend the club.
- To ensure that after-school club is a safe environment for children, staff and others with appropriate risk assessments and that hazards and accidents are recorded.
- To ensure that standards of hygiene are high and safety procedures are implemented.
- To be responsible for requesting necessary resources, (e.g. books, activity sheets, paper, arts/craft equipment, etc.) and the regular maintenance and tidying of equipment.
- To take overall responsibility for activities, including planning and delivery,
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy.

GENERAL RESPONSIBILITIES FOR ALL SUPPORT STAFF

- To participate in the performance management process - taking personal responsibility for identification of your learning, development and training needs - in discussion with your Performance Management Team Leader.

- To comply with individual responsibilities, in accordance with role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of their position.

<p>THE GOVERNING BODY IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE IN THIS COMMITMENT</p>
