



HATTON ACADEMIES TRUST JOB DESCRIPTION

Job Title: After School Club Leader

Post Holder:

Responsible to: Principal

Pay scale: NJC Scale Point 10 to 12

Hours: 8.75 hours per week, 38 weeks per year (term time only)
Monday to Friday - 3.15pm to 5.00pm

Job Purpose

- To lead After School Club wrap around care provision for children between the ages of 4 and 11.
- To lead the co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the Academy's policies and procedures and Ofsted regulations.

Key Responsibilities and Duties

1. To actively promote the Victoria Primary Academy values
2. Provide creative and safe opportunities for children to develop their social skills
3. Communicate effectively with the admin team for information on bookings
4. Communicate with line manager to ensure quality provision
5. Assisting and providing care for the children, including completing registers and preparing snacks
6. Administration of first aid as appropriate
7. Set out and pack away the equipment, furniture and toys required for the club
8. Keep the storage areas tidy and ensuring toys and equipment are not damaged
9. Liaising with parents, carers and staff from Victoria Primary Academy and any other relevant parties as required

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

10. Assisting in the development of policies, procedures and assisting in the planning and preparation of a programme of activities
11. To work as a member of the staff team

General

- Responsibility for safeguarding and promoting the welfare of children at the Academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signed by Postholder: _____

Date _____