



After School Club Co-Ordinator

Job Description

Purpose of Job

Post:	After School Club Co-Ordinator
Grade:	Jigsaw Grade 3 (SCP 5-6)
Hours :	3:20 hr to 18:00 hr 13hr 20min per week
Location:	Fulwell Infant School Academy
Responsible to:	Head teacher/Business Manager/Senior Manager
Job Purpose	To supervise the day to day organisation of the After School provision of Fulwell Infant School Academy providing high standards of care and play opportunities for children between the ages of 3 - 7 years old in a safe and secure environment.

Principal Responsibilities and Duties

1. Planning, preparing and delivering a suitable programme of imaginative and innovative activities suitable for the needs and interests of children aged 3 - 7 years old.
2. Planning and preparation of food and nutritious snacks for children.
3. Ensuring delivery of creative play opportunities in a safe and caring environment.
4. Assisting in the administration of the club, keeping relevant records.
5. Communication and liaising with parents, the school Office Manager and Head teacher.
6. Ensuring that areas are cleared at the end of each session. Adhering to legal responsibilities and duties under the 1989 Children Act, Care Standards Act 2000 and the Health and Safety Act, to take reasonable care for the health and safety of themselves, staff and children who use the club.
7. Informing the Head Teacher or Deputy Head Teacher of concerns about unacceptable behaviour. **(Class teachers will be informed of incidents, if it is deemed necessary, by the Head Teacher).**
8. Display commitment to the protection and safeguarding of children in line with KCSIE 2021.
9. Give immediate attention to accidents and report them as soon as possible to the person on First Aid duty.
10. Be prepared to undertake first aid training and act as a first aider should this be required.
11. Attend any training courses which the Head Teacher may consider appropriate to the duties of the job. **This may include First Aid at Work Training and Child Protection Training.**



AFTER SCHOOL CLUB CO-ORDINATOR

12. Maintain the principles and procedures set out in the Schools' Mission Statement and Behaviour Policy.
13. Build up positive relationships with the children, staff and parents.
14. Work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
15. Reflect upon and seek to improve personal practice.

Qualifications required

1. A suitable childcare qualification (NVQ level 3 in childcare, play work or equivalent)
2. Paediatric first aid qualification (willingness to complete if successful)
3. Food handling certificate (willingness to complete if successful)

General requirements

4. To work term time accessing holidays outside of school term dates.
5. Attending and participating in training and development courses as required.
6. Ability to meet individual needs of children.
7. Ability to communicate effectively at all levels.
8. Ability to work on own initiative.
9. Being an effective role model for the standards of behaviour expected of pupils.
10. Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the trust board and governing body.

Professional Values and Practice

1. Having high expectations of all pupils; respecting the protected characteristics including social, cultural, linguistic, religious, ethnic backgrounds and disability; and being committed to raising their educational achievement.
2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. Reflecting upon and seeking to improve personal practice.
6. Building and maintaining successful relationships with pupils, parents/carers and staff.