

Job Description

After School Leader

Main purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Duties and responsibilities

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Brief other extended provision staff so they're aware of how the activities will run
- Supervise pupils during activities and help to resolve issues between pupils
- Manage stock of resources necessary to carry out planned activities
- Liaise with the external provider regarding food provision and ensure that all children are given meals each afternoon
- Liaise with the admin team regarding bookings and payment queries
- Liaise with the admin team regarding communications to parents via the Parentmail system

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Liaise with the SBM regarding risk assessments
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Liaise with the admin team and ensure all policies are up to date and implemented consistently by all staff

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- Work with external agencies as appropriate

Safeguarding

Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details

Keep accurate attendance records and report non-attendance in line with school procedures

Ensure registers are taken accurately including latecomers from school clubs

Be responsible for pupils until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness

Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Familiarise yourself with the School's Critical Incident Policy and Fire Drill and Lockdown procedures

Other areas of responsibility

Read and follow the relevant school policies

Undertake training required to develop in the role

Person specification

CRITERIA	QUALITIES
Qualifications and training	First aid training (or willingness to complete it) DSL training (or willingness to complete it)
Experience	Working with children or young people Leading a team (desirable) Planning activities to engage pupils and support development
Skills and knowledge	Ability to respond quickly and effectively to issues that arise Ability to use own initiative and take action accordingly Effective communication with adults and children Ability to deliver instructions to other team members Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies Ability to build effective working relationships with colleagues
Personal qualities	Commitment to supporting and understanding pupil needs Commitment to upholding and promoting the ethos and values of the school Commitment to maintaining appropriate confidentiality at all times Commitment to safeguarding, equality, diversity and inclusion Commitment to undertaking any further training as and when required

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____