

Holy Trinity Church of England Primary School - Job Description

Job title: Out of Hours Play Leader

Salary: Scale Point 22 - 25

Reporting to: Executive Headteacher

Overall purpose of the post:

The post holder will be responsible for planning and preparing a programme of activities, managing and leading a team of staff and taking responsibility for all relevant paperwork and administration. Develop, implement and review the policies procedures and practices within the provision. The post holder will also take a lead role in the promotion of the club in the local area.

Key responsibilities:

Planning a wide variety of activities, for both the short and long term, to stimulate and support children's intellectual, emotional, physical, social, language and play development

Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.

Deploying the time and skills of adults in order to offer each child the attention, stimulus and support that will ensure opportunities for continuity and progression in play

Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.

Ensuring the National standards for Day Care and Out of School Clubs are adhered to and preparing for OFSTED inspections. Planning for and implementing any actions from inspections and ensuring compliance with legislation.

Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping

Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene

Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club.

Act as the Child Protection Co-ordinator working with other professionals including the school, Education Leeds and external agencies, in the identification and monitoring of child abuse and the management of the appropriate care programmes ensuring that the Leeds guidelines for Child Protection are adhered to.

Ensure Health and Safety Procedures are implemented to ensure a safe environment for children and adults using the service, including first aid, food hygiene and general maintenance

Provide induction for new staff members, and the supervision and performance management of staff members.

Be responsible for the financial management of the service, e.g. budget setting, the collection of fees, invoicing and maintaining records. Ensuring that the financial regulations are adhered to

Where appropriate, liaise with local schools and colleges regarding student placements

Be responsible for own professional development

Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential

Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.

To organise and participate in interesting and appropriate educational visits for children and families observing health and safety policies and making risk assessments

To actively promote and support policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.

To take responsibility for the securing of the building and resources.

To take responsibility for a group of children during any building evacuation.

Special conditions of service:

- *The contract is for 20 hours per week, 8.00 – 9.00am & 3.00 – 6.00pm*
- *Additional hours may be required to facilitate running a club on the five school training days held across the school year.*
- *There is a requirement to submit to a Disclosure and Barring Services check.*
- *We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.*
- *We have a no smoking policy.*
- *The contract is for term time only.*

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Executive Headteacher or the incumbent of the post.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the CEO/Principal/Headteacher.

Name:

Signature:

Date: