



## **Westgate Primary School Job Description**

**Job Title:** Extended Services (Out of School Club Leader)

**Pay Range:** C1

**Responsible to:** Headteacher

**Responsible for:** Extended services staffing

### **Role:**

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.

1. 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
2. Ensuring the club is appropriately resourced (including provision of food) identifying equipment needs and working within an identified budget.
3. 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
4. Ensuring that all activities reflect positively the linguistic, religious and cultural diversity of the community.
5. 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.
6. Listening to, encouraging, enabling, stimulating the children and ensuring their safe keeping
7. Ensuring the provision of good quality, nutritious and attractive food for the children prepared according to set standards of hygiene and the School Food Standards.
8. Act as the Child Protection Co-ordinator working with other professionals including the school, local authority 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.
9. 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
10. Provide induction for new staff members.

11. Support the financial management of the service in conjunction with the head teacher and school business manager, e.g. managing the budget setting, providing attendance records to inform invoicing and maintaining financial records. Ensuring that the financial regulations are adhered to.
12. Where appropriate, liaise with local schools and colleges regarding student placements
13. Be responsible for own professional development
14. Ensuring that any information relating to children, their families, Governors and staff which are learnt as part of the job is kept confidential
15. Work closely with the school and share information that will assist in the children's smooth transition into school.
16. Building and maintaining positive and professional relationships with parents and carers and to encourage parental involvement in the school.
17. To actively promote and support policies on Equal Opportunities and to ensure the Service functions in an anti-oppressive and non-discriminatory manner.
18. To take responsibility for the securing of the building and resources
19. To take responsibility for a group of children during any building evacuation.



## Westgate Primary School Person Specification

**Job Title:** Extended Services (Out of School Club Leader)

**Pay Range:** C1

Criteria	Essential/ Desirable	How identified
<b>SKILLS</b> Planning and implementation of creative activities for children <b>Good communication skills</b> Ability to relate well to children and adults <b>Ability to work constructively as part of a team, understanding service roles &amp; responsibilities and your own position within these</b> Good standard of literacy and numeracy skills <b>Ability to identify your own training needs</b>	Essential <b>Essential</b> Essential <b>Essential</b>  Essential <b>Desirable</b>	Application, selection process, reference
<b>EXPERIENCE</b> Experience working with children 3-11 <b>Experience of staff supervision</b> Experience of working in a child care or play work setting <b>Experience of working with pupils with additional needs</b> Experience of working across a variety of childcare settings	Essential <b>Essential</b> Essential <b>Essential</b> Desirable	Application, selection process, reference
<b>KNOWLEDGE &amp; UNDERSTANDING</b> Understanding of Health and Safety issues <b>Awareness of Child Protection issues</b> Understanding of behaviour management issues & strategies <b>Understanding of and commitment to the provision of high quality childcare</b> Understanding of financial regulations budget setting and control <b>Computer literate</b>	Essential <b>Essential</b> Essential <b>Essential</b>  Desirable <b>Desirable</b>	Application, selection process, reference
<b>QUALIFICATIONS</b> A full and relevant level 3 qualification as set out in the EYFS statutory guidance <b>Hold a food hygiene certificate</b> Appropriate first aid training	Essential  <b>Desirable</b> Desirable	Application, certificates
<b>OTHER CONDITIONS</b> Enhanced DBS clearance	Essential	