



Department:	Market Harborough C of E Academy
Job Title:	After School Club Co-ordinator
Grade:	7, Points 11-14
Responsible To:	Headteacher

Job Purpose

- To take responsibility for the care, supervision and safety of students within the After School Club provision.
- To contribute to the overall support for students provided by Market Harborough CE Academy, with the aim of improving learning.

Main Duties and Responsibilities

- | | |
|-----------|---|
| 1. | <ul style="list-style-type: none">• To co-ordinate the delivery of the After School Club provision in accordance with the agreed plan (on which the post holder will be briefed). This includes ensuring lists are accurate and shared with all staff as necessary.• To prepare, maintain and monitor a safe and secure environment for the students; to monitor resources and ensure adequate stock in an appropriate condition.• To ensure that safeguarding arrangements are fulfilled and that all clubs lists are accurate and children are accounted for within 5 minutes of the start of the club session.• To provide a range of high quality, timetabled activities for the after-school provision and to co-ordinate staff to complete the activities.• To liaise with parents and carers to ensure that the welfare and development needs of individual students are met and to encourage parent and carer support.• To develop and maintain positive relationships with colleagues by working effectively as a member of the school staff team.• To develop and maintain effective working relationships with colleagues from other agencies.• To develop inclusion by:<ul style="list-style-type: none">○ facilitating participation;○ helping to build confidence and self-esteem;○ promoting a sense of independence;○ encouraging and supporting students to reach their full potential.• To ensure equal access for all students to After School Club opportunities in accordance with school systems.• To require a high standard of behaviour, encouraging students to develop relationships with others and to recognise and deal with their emotions;• To establish, develop, monitor and maintain positive relationships with students.• To administer First Aid, as appropriate. |
| 2. | Management of staff |

	<ul style="list-style-type: none"> To ensure that After School staff are effectively inducted, supported and supervised. To ensure that staff are appropriately deployed and directed within the After School Provision.
3.	Administration, Organisation and Management, <ul style="list-style-type: none"> To ensure compliance with statutory frameworks and school policies which relate to the work with students. To ensure that Health & Safety policies, Child Protection policies and other relevant policies are complied with and that register, accident books and other appropriate records are maintained. To ensure the formulation and monitoring of policies and procedures. To ensure that a suitable menu of food and drink is available for tea time provision and is reviewed regularly. To contribute to the monitoring, evaluation and review of the After School provision. To promote and develop knowledge and understanding of the After School provision.
4.	Resources and Equipment <ul style="list-style-type: none"> To ensure that equipment and resources are fit for purpose. To maintain and order equipment, within a given budget, according to school procedures. To ensure the setting out and putting away of all equipment in a clean, tidy and safe condition. To maintain and order a stock of consumable items, according to School procedures.
5.	Training and development Participation in, contribution to and evaluation of training and development opportunities, including those arising from staff review and development.
6.	Special Instructions To attend staff meetings and fire drills, as required. To attend training as required. To respect the confidential nature of personal information.

Special Factors

- The nature of the work may involve the jobholder carrying out work outside of normal working hours.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

Learn Academies Trust encourages people with disabilities to apply for jobs and uses the 'Two Ticks' Disability Symbol. This means that Learn Academies Trust is committed to interviewing all applicants with a disability who meet the essential criteria for a job vacancy and to consider them on their abilities.

Date Prepared/Revised: 13th March 2024



Market Harborough C of E Academy

Person Specification



Department:	Market Harborough CE Academy
Job Title:	After School Club Leader
Grade:	7, Points 11 – 14

	Essential	Desirable	How assessed
<u>Qualifications</u>			
NVQ 3 or equivalent		✓	Doc/Int
<u>Experience</u>			
• Experience of working within a school environment		✓	App/Int
• Understanding of religious and cultural diversity		✓	App/Int
• A current First Aid Certificate [training can be provided]		✓	Doc/Int
• A current Basic Food Hygiene Certificate [training can be provided]		✓	Doc
<u>Knowledge</u>			
• Experience of working with children of a relevant age	✓		App/Int
• Experience of staff management		✓	App/Int
• Commitment to equal opportunities	✓		App/Int
• Knowledge of current Child Protection and Health & Safety regulations	✓		App/Int
<u>Skills and Competencies</u>			
• Ability to provide a safe environment, ensuring that the needs of the young people are met at all times	✓		App/Int
• Ability to form trusting relationships with young people and adults	✓		App/Int
• Effective communicator	✓		App/Int
• Good interpersonal skills	✓		App/Int
• High level of personal organisation	✓		App/Int
• Ability to lead a team of adults	✓		App/Int
• Ability to formulate and monitor policies and procedures	✓		App/Int
<u>Other Requirements</u>			
An understanding of, and commitment to Equal Opportunities, and the ability to apply this to all situations.	✓		App/Int

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010	✓		Med
--	---	--	-----

Key: App = Application Form Test = Test Int = Interview	Pre = Presentation Med = Medical Questionnaire Dc = Documentary Evidence (E.g., Certificates)
--	--

Date Prepared/Revised: 13th March 2024
--