**St. ANTHONY’S CATHOLIC**

**PRIMARY SCHOOL & NURSERY**

In the Diocese of Northampton

Head Teacher: Mrs S Oppé, LLB, MA, NPQH

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Learning, Growing

And Living with Jesus

“The glory of God is

a human being fully alive”

After-School Club Lead

# Job Description

**Salary:** STCAT SL2 SCP04 - £21,189 plus London Fringe (FTE)

**Hours:** After school – 3:15 – 6:00

**Contract type:** Fixed term – this provision is being offered on a trial basis to families and will be reviewed termly to ensure its viability

Five days per week, can be part week or full week cover

As this provision is still new, the contract will initially be reviewed termly.

**Reporting to:** SLT

**Please apply by:** 31st December 2022, via the school website

**Interviews to be held early January 2023**

# 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
* Work as team with other extended provision team members
* Offer educational instruction where needed to help pupils to share equipment
* Read with pupils and help them to complete their homework/ additional learning activities
* Supervise pupils during activities and help to resolve issues between pupils
* Monitor pupils that aren’t engaging in play and feed back any concerns to class teachers
* Report any stock or resource needs, as necessary, to carry out planned activities
* Report any stock needs regarding food, to ensure that stock is sufficient for basic meals provided
* Any other duties, as required, by SLT

Health and safety

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Administer first aid to respond to minor and major incidents
* Record details of incidents in line with the school’s reporting procedures
* Feed back concerns relating to pupils’ health and safety to a senior member of staff
* Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
* 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
* Make sure 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

* Work as part of a team and be an active member of the St. Anthony’s Family
* Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

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
* Be responsible for pupils until the school day starts / 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

# Other areas of responsibility

* Read and follow the relevant school policies
* Undertake training required to develop in the role, for example Food Safety Training, Fire Marshal Training and Paediatric First Aid Training
* Undertake Food Hygiene and Safety Training

# Person specification

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| criteria | qualities |
| **Qualifications and training** | * First aid training (or willingness to complete it)
* Food Hygiene Certificate (or willingness to complete it)
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| **Experience** | * Working with children or young people
* Leading a team
* Planning activities to engage pupils and support development
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| **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 junior 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
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| **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
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# Notes:

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

If you don’t have all of the experience listed above but are interested in applying, contact