

Job Description

Role Title	Activity Leader
Pay Range	SCP 3
Main Purpose	To assist with the provision of wrap around care for children aged 4-11 years in a safe and stimulating environment
Main Contacts	Clubs Manager, Headteacher, pupils, parents and other school staff.
Key Tasks (This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required)	Assist with the planning, preparing and delivering of play opportunities within a safe, stimulating and caring environment
	Supervise, support and encourage pupils to undertake outdoor activities and keep active.
	Ensure adequate supervision of indoor and outdoor activities. To be proactive moving to another play space as children's numbers demand.
	Set up play space and activities, including moving light furniture and play equipment
	Assist with the preparation of breakfast or a light meal/refreshments for children attending the club, in line with hygiene, health & safety standards
	Pack away the equipment used in the session and cleaning the area and kitchen with the use of appropriate materials/equipment
	Maintain high standards of communication - including passing on accurate and timely messages from parents and teachers
	Be aware at all times of health & safety procedures
	Administer and record first aid when necessary
	Refer any instance of unacceptable behaviour or concerns you may have about pupils and/or staff to the club manager
	Maintain communication with parents and carers and present a professional and positive image of the school
	Be aware of confidentiality issues linked to home/pupil/teacher/school work and to maintain confidentiality as appropriate
	Attend planning team meetings and feedback to the club manager
	Attend safeguarding training and other training as required by Evendons Primary School
Work within the framework of the Evendons Primary School's policies and procedures	

	Any other duties that reasonably fall within the scope of the post
Safeguarding	<p>We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to:</p> <ul style="list-style-type: none"> • providing a safe environment for children and young people to learn in • identifying children and young people who are likely to suffer significant harm and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting.

Person specification:

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education e.g. GCSE English, Mathematics and Science 	<ul style="list-style-type: none"> • Paediatric first aid certificate • Food safety level 2 certificate • NVQ level 3 in Early Year Education
Experience	<ul style="list-style-type: none"> • Experience in a childcare, early years or playwork setting 	
Abilities and Skills	<ul style="list-style-type: none"> • Ability to work within a team working environment and also able to work independently. • Good communication and interpersonal skills. • Good spoken English. 	
Personal Qualities	<ul style="list-style-type: none"> • Calm under pressure, adaptable and energetic • A caring and positive attitude • A good listener and sensitive to children's needs • A strong sense of responsibility • Positive behaviour management • Reliable 	
Special Factors	<ul style="list-style-type: none"> • A commitment to undertake training and continuous professional development 	

The job description is not exhaustive and it is expected that the role holder will work closely with the Headteacher to develop it to ensure it reflects the needs and demands of the post.

Evendons Primary School is committed to safeguarding and promoting the welfare of children and young people and teachers must ensure that the highest priority is given to this. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Last Review Date:	17.1.2024
-------------------	-----------