

Job Description

Post Title:	Out of School Activities Leader	Post No:	JD50
Department:	Directorate of Children & Young People's Services	Grade:	BEX06
Responsible to:	Play Service Manager or nominated officer within school		
Responsible for:	Out of School Activities Assistant/s		
Functional links with:	Parents, Teaching Staff, Support Staff and LA Staff		

Main purpose of the job:

- To contribute to and support the work of the schools Early Years Childcare and Development Unit by way of managing sessional childcare activities for young children either during school time or before and/or after school clubs.
- To ensure the delivery of quality childcare and appropriate age related play opportunities for children that attend the sessions.
- To support an environment which enable good communications, record keeping and information flow between the staff, parents and users of the service.

Major Duties and Responsibilities:

1. To be responsible for the overall running of the session, ensuring that all staff are deployed effectively and have a clear understanding of their role and responsibilities throughout the session.
2. To provide leadership, support and guidance to the staff involved in the session to ensure that the activities taking place are contributing to the social and personal developments of the young children.
3. To be responsible for creating and maintaining a safe environment for young children, including undertaking regular reviews of all policies and procedures in partnership with the supervising nominated officer. To work at all times within the guidance of The Children Act 1989 reporting to the Registration and inspection Department and Head of the Early Years Development and Childcare unit immediately any child protection issues that arise.
4. To contribute to the planning and organising of a programme of purposeful and stimulating activities and events that will contribute to the social and personal development of children.
5. To communicate with parents and outside agencies concerned with the operational activities of the service as the work requires.
6. To be responsible for the safety and security for the building and equipment during the period on duty, including ensuring that damage is prevented, action is taken to make safe on a temporary basis as necessary and defects and maintenance matters are reported to the Centre Manager.
7. To exercise the duty of care by taking any action necessary to ensure the health and safety of young people and staff involved in the session or other premises users, drawing matters to the attention of the senior management team and/or the Play Services Manager or nominated officer as appropriate.

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8. To undertake administrative work associated with the session including the staff register, collation of session's notes and reports, incident and hazard reports and attendance records.
9. To participate in training and supervision session and staff meeting as required in order to develop the full range of skills and knowledge to satisfy the requirements of the post.
10. To work in partnership with other Out of School Activities Leader/Out of School Activities Assistant to provide flexible cover in the event of sickness, absenteeism and holiday periods to ensure the smooth running and operation of the service.

Resources:

- Play equipment
- Data

Job Activities:

- Supervise the work of Out of School Activities Assistants.
- Exercises judgement in communication with parents and carers.
- Experience of implementation carious policies and regulations.
- Initiate and maintain effective working relationships with colleagues and children both individually and in groups.
- Plan and Organise the activities of the sessions taking into account the suitability and age of the participants.

English Language Fluency Requirement

This post is considered to be a customer-facing position; as such it falls within scope of the Code of Practice on English language requirement for public sector workers. The School therefore has a statutory duty under Part 7 of the Immigration Act 2016 to ensure that post holders have a command of spoken English sufficient for the effective performance of the job requirements. The appropriate standards are set out in the person specification. These will be applied during the recruitment/selection and probationary stages.

Signed by:	Post holder:	Date:
	Line Manager:	Date:
	Job Assessor: <i>(if required)</i>	Date: