

St Wystan's School

Job Description: After School Care Leader	
Responsible to:	Operations Manager
Job Overview	To deliver afterschool care supervision to pupils ages 4 –11 years old. To deliver a variety of age-appropriate activities and create a warm, safe environment at the end of the normal school day.
Duties and Responsibilities:	<ul style="list-style-type: none"> • To be responsible for the setup of after school care in school, including a range of activities for all pupils; • To deliver and set up a snack/light picnic style meal for all pupils and cater for their individual needs (including dietary requirements); • To create and manage a caring, supportive, purposeful and stimulating environment; • To engage all pupils during their time in after school club through hands on, interactive activities, such as crafts and games; • To supervise children as they do homework; • To promote high standards of behaviour and discipline; • To promote actively strong and positive relationships with parents and carers, communicating with them at the end of the session;
Key Skills & Knowledge	<p>Training and Development</p> <ul style="list-style-type: none"> • To take responsibility for own continuous professional development including attending relevant training; <p>General Requirements</p> <ul style="list-style-type: none"> • To promote and safeguard the welfare of pupils across the School; • To maintain high professional standards of attendance, punctuality, appearance and conduct; • To maintain positive relations with all stakeholders; • To support the School's responsibility to safeguarding pupils; • To promote the good name and reputation of the School; • To adhere to School policies and procedures.
Personal Competencies & Qualities:	<ul style="list-style-type: none"> • To be an enthusiastic individual, possessing drive, energy and commitment; • To have the ability to plan successful and engaging sessions; • To be team focused and prepared to volunteer a helping hand as required; • To commit to the highest standards of pastoral care for all pupils.
Terms & Conditions	<p>Hours of Work</p> <ul style="list-style-type: none"> • After school hours (part-time). Monday – Friday 3.30-6.30pm. Term time only. 36 weeks a year. • Salary – not disclosed

	<p>Safeguarding Children</p> <ul style="list-style-type: none"> • St Wystan’s School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening and training appropriate to the post, including checks with past employers and an enhanced DBS check. • This post will involve regulated activity with children. Please note this means being responsible on a regular basis for teaching, supervising, training, instructing, and/or caring for children without supervision.
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This job description is not intended to be an exhaustive list of duties.

You may also be required to undertake such other comparable duties as required.

Person Specification: After School Care Leader			
	Essential	Desirable	Tested
Qualifications	Qualification in childcare or teaching (e.g NVQ or HLTA)	Evidence of ongoing professional training	Certificates Application Form Interview
Experience	Experience in childcare, school/nursery/activity	Experience of leading an activity group to pupils of a range of ages	Application form Interview Observation
Skills and Abilities	Excellent childcare practitioner Effective communicator		Application form Interview References
Motivation and Personality	Self-motivated A sense of humour A focus on quality and school improvement Appreciation of the importance of a ‘team’		Application form Interview
Other Factors	Eligibility to live and work in the United Kingdom Suitability to work with children Willing to react flexibly to new or unexpected situations		Interview Required documentation for eligibility DBS and Barred List checks

