

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH240	Grade F
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Job Title :	Club Leader: After School or Breakfast Club
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Main Job Purpose :	To undertake the care of individuals or groups of children and support their learning and development before or after school.
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Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times.
2.	To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
3.	To foster children's language development and social skills through sustained shared thinking and the use of open ended questioning.
4.	Acknowledge and note individual children's progress and development and be able to share this with parents and supervisor. Report any issues of concern regarding an individual child to supervisor as soon as possible.
5.	Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, make these part of the play experience wherever possible.
6.	Foster an atmosphere of mutual respect and demonstrate the behavioural, equal opportunities and anti-racist policies of the school/centre effectively at all times by challenging inappropriate behaviour/language.
7.	Supervise staff involved in running the club; ensure their health and safety and development needs are met.

Supervision and Management

This post supervises from 1-5 members of staff

Creativity and Innovation (i.e. Problem Solving)

This post will solve the day to day problems involved in encouraging and developing children's play and meeting the personal, social and emotional needs of individual children with their.

Key Contacts And Relationships

School management to discuss club policy and practice

Club staff to ensure efficient running of club.

Children - care and development

Parents and guardians – exchange of information

Decision Making

The jobholder is expected to follow procedures to resolve routine problems encountered in the day to day running of the club but to seek assistance, or approval to their recommendations, for anything more unusual.

Resources

The jobholder is responsible for collection and banking of club fees.

Safe keeping of children's personal property e.g. coats, books, bags etc.

Accountable for stock - weekly food for snacks, consumables for club activities and play equipment.

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Working Environment

The jobholder is based in a club setting and there is regular background noise and could be some time out of doors. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils.

There may occasionally be the need to deal with body fluids when giving personal care to pupils.

Knowledge and Skills

The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques.

Good standard of practical knowledge in childcare and development and staff development needs

Jobholder will be competent to NVQ Level 3 standard in Childcare/ Learning Support.