

Salary:	NJC Pay Scale, Grade C
Responsible to:	Line Manager
Date of Job Description:	150711

Purpose of the Role:

To develop and deliver out of school activities to pupils (before and after school). Assist the before and after school manager to ensure the smooth running of activities.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.
- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key Duties

1. Develop and deliver out of hours activities in line with the school's plan and objectives and including a

variety of educational and recreational activities to meet pupil needs

2. Undertake the supervision of pupils at all times, monitoring them and ensuring their safety and well-being (including entry to and exit from the premises)
3. Assist in the set up and clearing of the premises, ensuring equipment is clean and safe
4. Supervise and co-ordinate staff
5. Assist with the day-to-day administration of the Before and After School provision, including record-keeping for pupils, parents / carers
6. Develop good relationships with pupils, parents / carers and other school staff.
7. Communicate with pupils to encourage participation in activities, support learning, development and healthy eating
8. Regular supervisory responsibility for the work of other before and after school staff, which may include line management responsibility
9. Supervises groups of pupils in recreational, learning and developmental and outside activities, under the direct instruction of senior staff
10. Maintain confidentiality and adhere to safeguarding procedures

Individuals in this role may also

- Produce reports/evaluations of Before and After School provision
- Oversee the preparation of healthy snacks/food
- Collect payment of fees
- Work under the direction of senior staff
- Demonstrate own duties to new or less experienced staff with no formal supervisory responsibility

Indicative knowledge, skills and experience

- Knowledge, skills and/or qualifications in play work/childcare provision according to national requirements by the type of setting.
- Knowledge of procedures and techniques for leading play activities equivalent to national qualifications level 3 or equivalent experience
- Experience of delivering physical activities inside and outside the classroom.