

Breakfast/After School/Holiday Club Leader Grade N5

Job Description

Responsible to: Head Teacher

Responsible for: Breakfast/After School Club Assistants

Job Purpose

Ensure the effective operation of the wraparound club overseeing all aspects of the facility's operation on a day to day basis.

Main Duties

The follow is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

1. Advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
2. To lead the day to day management and organisation of the Breakfast club, After School Club and Holiday Club, including staffing rotas and be responsible for the ordering and purchasing of equipment, supplies and resources. Breakfast Club, After School Club, Holiday Club Deputy Leader and Assistants.
3. To co-ordinate holiday provision for children, including managing staff, organising resources, planning activities, registration, liaising with parents and interacting with children as required.
4. Work with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing, safe environment, with regard to the individual development needs of the children. Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
5. Respond to the practical needs of children where there is an identified special educational need.
6. Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
7. Assist in the control of income and expenditure for Breakfast/After School club and Holiday Club ensuring relevant records are maintained ensuring confidentiality and data protection is in line with GDPR.
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures. To ensure that

adequate standards of safety and hygiene are maintained throughout the before and after club sessions.

9. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.
10. To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy. The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
11. To be responsible for the security of the premises.
12. To ensure that the premises used by Breakfast/After school clubs and furnishings are clean as agreed with the school's procedures. Any issues are reported immediately to the school caretaker.
13. With support from the Headteacher and SBM, monitor and evaluate the quality of the service.
14. To carry out any other duties which will be seen to enhance the work of the school's extended day services.