



Dropmore Infant School

## **JOB DESCRIPTION – AFTER SCHOOL CARE LEADER**

Pay Range 1B

### **PURPOSE**

To provide a safe, caring, stimulating and enjoyable environment for our pupils, after school hours, including high quality play and learning opportunities.

### **CORE DUTIES (daily)**

- Plan, prepare and monitor safe, creative, appropriate activities in a fun and caring environment.
- Set up the hall/cottage at the start of the session and tidy away at the end of the session.
- Ensure safe arrival of children at the session.
- Ensure arrangements for safe handover to teachers or parents and/or named carers at the end of the session are implemented.
- Prepare and serve a light snack between 4-4:30pm ensuring hygiene, health and safety measures are met.
- Supervise pupils during the sessions and snack times to ensure their well-being.
- Interact with and support the children, providing them a secure environment to start or finish their school day.
- Attend to the individual needs of the children, being aware of any educational, dietary or medical needs a child may have.
- Follow the school's behaviour management procedure
- Deal with incidents of unacceptable behaviour immediately and refer to the headteacher/s if necessary.
- Assist with inside and outside play activities encouraging all pupils to take part, co-operate and show respect for others.
- Maintain daily records of pupil attendance, including collection times.
- Communicate concerns and observations regarding health and safety issues or child protection issues to the Headteachers immediately.
- Maintain high professional standards of attendance, punctuality, appearance and conduct.

### **OTHER DUTIES (various frequencies)**

- Assist with minor accidents applying first aid and entering details of incidents in the First Aid & Incidents are logged.
- Assist in the general care of the school environment by undertaking tidying of general areas.
- Accept any other reasonable duties, responsibilities or tasks which the Headteachers' may require.

## RESPONSIBILITIES

- Be aware of and comply with the school's policies and procedures relating to Child Protection, Health & Safety, Confidentiality, Whistleblowing, Equalities and Cohesion, Staff Code of Conduct, reporting all concerns immediately to the appropriate person.
- To be aware of responsibilities under safeguarding procedures and report any concerns to the DSL's or DDSL at the school.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Keep up to date with First Aid, Health & Safety, Child Protection and Safeguarding training.
- Demonstrate positive attitudes, values and behaviours.
- Contribute to the overall ethos and aims of the school.
- To undertake training and professional development as appropriate.
- To attend INSET days and meetings as required.
- To participate in the School's Performance Management process.

This job description sets out the duties of the post at the time it was drawn up. The above mentioned duties are neither exclusive nor exhaustive and the post holder may be required to carry out other relevant duties as directed by the Headteacher.

The duties of this post will be reviewed annually.

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Name:

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Signature:

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Signature:

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Date:

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Date:

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