



L.E.A.D. Academy Trust

Lead • Empower • Achieve • Drive

Job Title: Breakfast/Afterschool Deputy Co-Ordinator

Pay Scale: 5-10

Location: BIRLEY PRIMARY ACADEMY

Line Manager: Before & After School Club Co-Ordinator

Job purpose:

To support the co-ordinator with the running of the Before & After School club. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play within a safe happy and healthy environment.

Duties and Responsibilities:

- Work closely within a team environment to ensure the provision offers a safe and stimulating play environment in which children are able to play freely and that all activities are delivered in accordance with and adhere to club policies and procedures.
- To provide cover for the Before & Afterschool Club supervisor role when required.
- Liaise with parents and other users of the provision.
- To support the co-ordinator with the organisation of rotas, weekly registers.
- To support the co-ordinator with the day to day administration of the club
- To support the co-ordinator with the planning, preparing and delivery of high quality activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- Assist with the arrangements for signing pupils in and out of the provision including escorting children to/from classes or collection points.
- Manage the waiting list and liaise with new parents to confirm club procedures and any specific child's needs.
- To promote places for the club within the school community
- To promote acceptable standards of behaviour in compliance with laid down procedures.
- Maintains good order and discipline amongst children and pupils, safeguarding their health and safety.
- To assist in the preparation of healthy and nutritious refreshments for the children.
- Administer basic First Aid as appropriate and arrange for emergency treatment if required.
- To follow guidelines and procedures for child protection as recommended by the school policies.
- To adhere to the club's confidentiality policy.
- To carry out some light domestic duties as required.

Influencing and Managing Relationships:

- Headteacher
- External agencies, such as sports coaches and behaviour mentors
- Parents and carers
- Senior Leadership Team
- Staff

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Pre/Afterschool Worker Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> • A level of numeracy and literacy sufficient to carry out the duties of the post. • L3 qualification in Childcare • First Aid qualification or willingness to attend training. • Have attended or willing to attend Manual Handling course or equivalent. 	E E E	
Skills and knowledge	<ul style="list-style-type: none"> • Able to plan activities and deliver activities • Able to use own initiative • Able to work as part of a team and contribute towards its success • Able to prioritise own workload and work to deadlines • Able to exercise confidentiality when necessary 	E E E E E	
Experience	<ul style="list-style-type: none"> • Experience of working with children. 	E	
Personal Attributes	<ul style="list-style-type: none"> • Have good interpersonal skills to communicate with children • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E	

Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Willing and able to work outdoors in inclement weather conditions, i.e., hot or cold • Able to stand and walk around school grounds for 1-2 hours daily 	E E E	