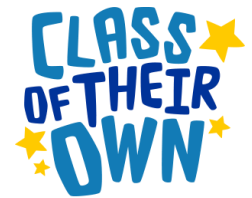


After School Club

Play Leader Job Description / Person Specification



A Play Leader works as part of a team, within the club, to ensure each child and their family receives a high quality and consistent experience in clubs. A Play Leader is responsible for supporting the day to day activities in the club and ensuring the children are given opportunities to play freely or engage in organized activities.

Reports To: The Club Co-ordinator

DUTIES AND KEY RESPONSIBILITIES

General Responsibilities

- Contribute to providing a safe, creative, stimulating and nurturing play environment for children aged 4 – 11 years of age, where they have the opportunity to follow their own ideas and interests
- Attend and participate in team meetings and offer ideas for activities and resources in club.
- Follow the club rota and be aware of your daily role responsibilities
- Contribute to ensuring the club looks and feels welcoming, is clean and tidy and resources are in good order
- Work as a team to ensure there is a positive behavior ethos
- Support the Club Co-ordinator with any additional tasks they ask you to undertake
- A commitment to comply with Class Of Their Own Policies and Procedures
- Setting up the play space, including moving furniture and play equipment
- Tidying and cleaning the play space at the end of the session and throughout as required
- Attend and participate in daily de-briefs
- Attend Supervision meetings and Annual Appraisals with the Club Co-ordinator
- Attend additional meetings if requested e.g. Summer Training Day & Pre Holiday Club Meetings
- Attend Class Of Their Own Induction and Safeguarding Training
- Strive to be Ofsted ready and engage with the Inspector during an inspection
- Attend training courses, to ensure knowledge is current and updated
- Work at other Class Of Their Own Clubs as required

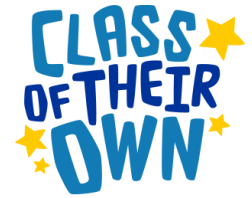
Childcare Responsibilities

- Set up interesting activities and engage in play with children if required
- Support the team in providing an inclusive environment and endeavor to meet the individual needs of all children
- Interact with children, respect, listen and consult with them and encourage them to express themselves
- Lead group activities such as games
- Preparing and providing children with a healthy and nutritious snack, ensuring hygiene and health & safety standards are met. Clearing away the snack and washing up
- Collect children from their classrooms, School run clubs or go on a pick up to another School
- Engage with the club specific rules and expectations



After School Club

Play Leader Job Description / Person Specification



- Take a pro-active approach in preventing and managing unwanted behaviour and follow behaviour policy when dealing with challenging behaviour
- Willingness to take on a keyworker role and follow company policy about how we provide for the EYFS children.

Club Administration

- Complete Accident and Incident reports and discuss them with the Club Co-ordinator
- Complete daily site checks
- Sign in and out using Class Of Their Own IT Software

Communication

- Work in partnership with the Club Co-ordinator and Assistant Club Co-ordinator and communicate in a timely manner
- Welcome Parents and Carers, introducing yourself, talking to them and providing positive feedback about their child's day
- Communicate effectively with team members

Health and Safety

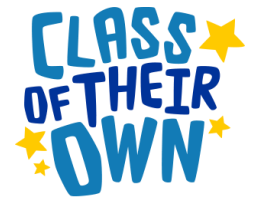
- Be aware of the safety of yourself, children and team members in club
- Understand your safeguarding responsibility and discuss any concerns with the Club Co-ordinator
- Be aware of security procedure when opening the door to the club and letting parents/carers in.
- Administer first aid (if trained) and complete appropriate paperwork.
- Follow Food Hygiene regulations when preparing food
- Read and understand the Club Risk Assessments and do on the spot Risk Assessments

Class Of Their Own are committed to the paramount care, safety and protection of each child attending our Breakfast, After School and Holiday Clubs. We expect all Team Members and volunteers to share this safeguarding commitment.



After School Club

Play Leader Job Description / Person Specification



SKILLS AND ABILITIES	<ul style="list-style-type: none">• Ability to understand and meet children's needs• Good interpersonal and communication skills, including being able to communicate clearly and effectively with parents/carers, children, staff and other professionals• Ability to remain calm, work on own initiative to problem solve and make decisions• A qualification in Paediatric First Aid would be desirable
EXPERIENCE	<ul style="list-style-type: none">• Experience of working with children of primary age, ideally in a play setting• Experience of working in a team
KNOWLEDGE	<ul style="list-style-type: none">• A basic understanding of health & safety issues and safeguarding, including a commitment to safeguarding responsibilities• A good knowledge of a range of play, arts and sports activities for children to participate in
PERSONAL ATTRIBUTES AND OTHER REQUIREMENTS	<ul style="list-style-type: none">• Interest in the play and emotional needs of children aged 4 – 11 years• Commitment to working within an equal opportunities framework• A friendly, creative and flexible approach

