



Holdbrook Primary School and Nursery

Extended Day Play Leader Job Description

Reporting to: Headteacher

Salary: H1 Part Time (15 hours a week)

Purpose of the job

To provide high quality supervision during the After School Club, providing general and specific assistance to pupils.

Main Duties

- To provide a secure, safe, and stimulating environment for the children.
- To be responsible for high quality supervision during the sessions
- To supervise the safe and calm movement of children on school premises.
- To set up and clear away the provision, encouraging the involvement of the children, where appropriate.
- To ensure that appropriate activities are available for the children
- To ensure that all resources are appropriately maintained
- To communicate with school staff, and parents/carers, as appropriate, with reference to the children's well being
- To comply with school policies and procedures with specific reference to:
 - Safeguarding
 - Behaviour
 - Health and Safety
 - First Aid
 - Food Handling

- To ensure provisions are adequate and provide a list for purchases to school admin.
- To attend meetings with a member of the Senior Leadership Team as required and attend training courses necessary for the undertaking of your duties. *If this takes place outside of normal working hours, payment will be made for additional time incurred.*
- To undertake any other duties, as may be required, to reflect the changing needs and circumstances of the provision.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of pre-employment checks.

This role will be reviewed annually. The duties and responsibilities listed above describe the post as it is at present.

The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Extended Day Play Leader Personal Specification

Experience:

- Experience of working with or caring for school-age children.

Knowledge and Skills:

- Ability to actively listen, show motivation and engage with the children.
- Ability to relate well to all children, including those who have special educational needs and/or behavioural support needs.
- Ability to work constructively as part of a team, understanding roles and responsibilities and your own position within these.
- Awareness of Health & Safety and wellbeing.
- Awareness of keeping children safe through Safeguarding policies and procedures.
- Awareness of Data protection and confidentiality.
- Basic knowledge of First Aid.