

BEFORE & AFTER CLUB DEPUTY PLAY LEADER – JOB DESCRIPTION



POST:	Deputy Play Leader
GRADE:	Grade 3 £19,264 - £20,444 pro-rata per annum to hours/weeks worked
DIRECTORATE:	People Directorate
LOCATION:	Hollyfast Primary School
HOURS OF WORK:	Part time 20 hours per week to cover am and pm session including planning time, food preparation, organisation of club plus additional hours as required. Contract term time only plus 5 staff training days. The additional 5 staff training days are separate to your normal weekly pattern and allocated based on the organisational needs of the school. Employees working in schools are expected to take their annual leave outside of term time.

Purpose of the Job

- To be responsible to the Head teacher and the Governing Body as an effective member of the school's staff team.
- To assist in the day-to-day organisation and operation of the Out of School Club, ensuring the provision of a safe, caring and stimulating environment.
- To deputise in the absence of the Play Leader.
- To ensure confidentiality is maintained at all times.

Main Duties

- Ensure the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities, services and facilities designed to meet individual needs, including consultation with children.
- Administer first aid as appropriate.
- Work within appropriate childcare legislation and other relevant legislation.
- Work within agreed policies and procedures and assist in the review as appropriate, challenging attitudes, behaviour and practices that are discriminatory.
- Organise and provide full care for the children of school age, including the handover of children to classrooms, collection of children from classrooms and the safe delivery to parents and/or named carers.
- Co-ordinate and prepare nutritious and well-balanced snacks.
- Initiate and maintain close liaison with parents, schools and other childcare and play related agencies, including the Early Years Development and Childcare Partnership.
- Responsible for the cleanliness and tidiness of the Club's facilities, ensuring the designated area is clean and safe during the Club's opening hours and for handover to the school.
- Work flexibly, attend meetings as appropriate and undertake staff development.
- In collaboration with the Play Leader and SLT adhere to the management of the setting within the OFSTED framework.
- Ensure the policies and procedures of the setting are adhered to.
- Collaborate with Play Leader in the management of the day-to-day administration, record keeping and assessment, and ordering and purchasing of materials and equipment.
- Maintain appropriate records of children and staff/volunteers.
- Ensure all planning, evaluation and monitoring is recorded and documented.
- Any other duties and responsibilities within the range of the salary grade.

Personnel Management

- Assist in line managing a team of staff and volunteers, including induction and staff appraisal, and manage staff development.
- Liaise with staff on the management of risk assessments within school and ensure that these are up to date and effective.
- To liaise and communicate with administration staff to ensure effective management of the BA Club.
- To play an active role in the induction processes of team members as appropriate.

Financial

- Assist in the day-to-day financial administration, working within an agreed budget.
- Assist with any fund raising activities.

Risk Management

- Play an active role in the Health & Safety procedures and Child Protection & Safeguarding Policy.
- Act upon the risk assessment procedures that are in place to support all learners and staff and guidelines as laid down for the BA Club.
- To comply with the School's Professional Code of Conduct as part of the terms and conditions of employment and it is the responsibility of the employee to read the Code and all employees are responsible for their own actions.

Professional responsibility

- Undertake an annual review to discuss achievements in line with the job description and identify training needs.
- Attend relevant training courses to update knowledge and extend understanding within particular areas.
- All duties and responsibilities must be carried out with due regard to the City Council's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- Any other duties and responsibilities within the range of the salary grade.

Reviewed: June 2022

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.