



AFTER SCHOOL CLUB LEADER  
JOB DESCRIPTION AND PERSONAL SPECIFICATION



## After School Club Leader (TA3)

### Job Description

The post holder will report to Principal/Deputy Headteacher. Apart from other colleagues in the school, the main contacts of the job are: Principal, teaching staff, other support staff and pupils.

#### **Main Purpose of the Job:**

- To work collaboratively with all staff and parents in order to support student well being
- To manage specialist function and support pupils in accessing learning activities and resources.
- To allocate and monitor the resources used by the specialist function.
- To support staff and pupils in the preparation and maintenance of learning resources
- To develop resources to promote independent learning

#### **Main Duties**

- To be responsible for the creation and maintenance of a clean and orderly working environment within the after school club
- To manage accurate attendance records, information and data
- To procure and arrange the orderly and secure storage of stocks and supplies.
- To assist in the supervision of students during out of school activities
- To advise staff on the acquisition of appropriate resources
- To provide appropriate guidance and assist in the development and training of staff as appropriate.
- To be responsible for agreed out of school learning activities within guidelines established by the school.
- To work as part of a team to support colleagues and contribute to the vision and ethos of the school.
- To undertake personal development to improve own practice.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and external communications.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

For this job we are looking for:

- Experience of ordering, receiving and secure safekeeping of supplies and stocks
- Ability to work on own initiative and plan own workload.
- Experience of developing plans and strategies for future implementation.
- Good communication skills, for effective interaction with service users, colleagues and members of the public.
- Good literacy and numeric skills to accurately complete and maintain relevant records and produce reports and returns.
- Good written communication skills to produce accurate, good quality letters, reports and documentation.
- Experience of contributing to the management and monitoring of financial resources including budgets.
- Willingness to abide by the school's various policies.
- Personal Style and Behaviour
- Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues at work.
- Self-motivation and personal drive to complete tasks to the required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new school challenges.
- Personal commitment to ensure services are equally accessible and appropriate to the diverse needs of the service users.
- Personal commitment to continuous self-development.
- Personal Commitment to continuous service improvement.
- Personal commitment to the school's professional standards, including dress code, at all times
- Be willing to consent to and apply for an enhanced disclosure to a CRB (Criminal Records Bureau) check.