

## **After School Club Co-ordinator Coplestone Primary School**

Coplestone Primary School is part of a successful, established federation with Filleigh, Kilmington, Shute and Spreyton Primary Schools.

All adults in the federation provide positive role models for the children and expect children to behave to a high standard. As After School Club Co-ordinator you will be expected to maintain these standards at all times.

We run a very successful After School Club and the opportunity has arisen for an enthusiastic and self-motivated person to take over the running of the after school club on Thursday and Friday in term time.

### **Main Responsibilities:**

- Prepare the After School Club facilities and activities to ensure agreed quality standards are met.
- Take pride in providing enjoyable breakfast activities for children, building warm and positive relationships with pupils.
- Plan, coordinate and lead a variety of high quality activities, as agreed by the Head of School, for the children at After School club. Activities should consider - physical and self-development, social skills, seasonal activities, arts, culture, music and much more.
- To prepare equipment for the children as needed, in a timely fashion for a 3.30pm start and 5.30pm finish.
- To supervise the children at after school club, encouraging dialogue and conversation.
- Establish good relationships with children.
- Interact positively with children, encouraging co-operation and mutual support
- Monitor children's well-being after their day at school; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognising the quality of the After School Club has an impact on learning and on pupil's attitude to the School.
- Anticipate pupil's needs and make suggestions to support them.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, first aid, food hygiene, reporting all concerns to the appropriate person.

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Duties and responsibilities of the post may change overtime as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

**To contribute as an effective and collaborative member of the school team:**

- Participate in training.
- To undertake first aid and safeguarding training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.

**Person Specification for After School Club Coordinator**

**Knowledge and skills:**

- Understanding of relevant policies/codes of practice.
- Awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Effective communication skills
- A caring attitude
- Broad knowledge in children's enjoyment - sports
- Tact and sensitivity
- Observational skills
- An approachable style
- Thorough knowledge of the school's policies, procedures and protocols
- Ability to work as part of a team and to apply given instructions
- Able to react calmly and quickly in an emergency
- Confidence in dealing with children, maintaining discipline, motivation and ensuring their wellbeing
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to parents, visitors, colleagues and members of the community.

**Essential Qualities:**

Good time keeping and attendance  
 Reliable and flexible  
 Good sense of humour  
 Safe Guarding Certificate  
 GCSE Maths and English to Grade C or above

**Desirable:**

Related sports/activity leader qualifications

A minimum NVQ level 2 or equivalent

Level 2/3 play worker qualification

Level 1 food hygiene certificate

First Aid qualification