

JOB DESCRIPTION

Activity Team Leader (Grade C/D)

6 hours per day, 11.30am-6.00pm, 38 weeks per year, term time only

Note: Candidates should ensure that they meet the essential criteria for qualifications and experience and provide supporting evidence.

Reporting to:	<p>Head Teacher</p> <p>To work under the direct instruction of the Head Teacher alongside members of the Business Team in accordance with conditions of service for NJC staff. This job description is not an exhaustive list of duties and may be amended at any time, according to the changing priorities of the school as identified within the school's strategic improvement plan and in consultation with the post holder.</p>
Purpose	<p>To efficiently lead and deploy play leaders/MTAs to make sure that lunchtime provision for all pupils is safe, positive and promotes activity and wellbeing. To work in partnership with the Kitchen Manager to support the overall smooth running of school lunches.</p> <p>To work under direct supervision/instruction to support access to learning by:</p> <ul style="list-style-type: none"> Working with individuals both 1:1 and in small groups as appropriate to support learning and development Using outcomes from learning to plan next steps and learning activities for pupils under the guidance of the teacher Attending to the welfare and personal care of pupils including those with special educational needs Undertaking general clerical/organisational support for the teacher <p>To take day-to-day responsibility for the running of the After School Club including:</p> <ul style="list-style-type: none"> Co-ordinating the provision of a caring, safe, secure and stimulating environment at the beginning and end of the school day Meeting/exceeding the minimum requirements as set nationally by Ofsted planning a varied menu of appropriate play activities for children between the ages of 4-11 Supervising a staff team in liaison with a school leader including ensuring staff are adequately trained and supported in order to offer the highest quality provision Ensure policies and procedures are implemented at all times
Staff Supervision	<ul style="list-style-type: none"> Daily supervision of staff team To support new staff through induction in liaison with the Deputy Head Teacher, and annual appraisal meetings, in line with academy policies To assess staff learning and development needs on an ongoing basis and inform Line Manager

	<ul style="list-style-type: none"> Leading Team Meetings, planning sessions and cascading information
Activity Planning	<ul style="list-style-type: none"> To lead, direct or supervise safe, creative and appropriate play opportunities for children aged 4-11 in the After School Club context To lead planning sessions with staff team to ensure a planned approach to club sessions, including allocation of resources, and liaison with parents/carers about themes as necessary To ensure Playworkers have adequate support for preparing activities, organising programmes/themes and arranging equipment To ensure that all activities are inclusive for all children to take part in To liaise with the Line Manager to support themes of learning within the After School Club
Key Core Duties	<ul style="list-style-type: none"> Be responsible to the Deputy Head for the safety, welfare and conduct of pupils and of others on site during the lunchtime break. Implement and maintain a rota for the effective use of all MTA's, to be reviewed and staff redeployed in the event of any absence in order to maintain appropriate supervision ratios. Oversee and manage the outside play provision to include: Daily organisation of play resources and rota of activities Engage in outside activities with children Termly organisation, clean and refresh of equipment Training of Key Stage 2 child leaders in supporting active lunchtimes Wet play Oversee that wet play activities are provided for during wet lunchtimes and are stored away after use. Termly check and organisation of wet play resources <p>Supervision:</p> <ul style="list-style-type: none"> To supervise all areas, all outside areas and inside areas – corridors/library/toilet areas To supervise children in classrooms during wet lunch times as per the rota. Pupils should not be left unsupervised in case of accidents To ensure that teaching areas are ready for the start of afternoon school <p>Support the Teacher:</p> <ul style="list-style-type: none"> Preparing the learning space as directed for learning in lessons and clearing afterwards Assisting with the display of pupils' learning Being aware of pupils progress/achievements/welfare and reporting these to the teacher as agreed

	<ul style="list-style-type: none"> • Undertaking pupil record keeping as requested • Contributing to planning of learning and activities • Working with the teacher in managing pupil behaviour and reporting difficulties as appropriate • Gathering/reporting information from/to parents/carers as directed • Understanding pupils' learning needs <p>Support the Pupils:</p> <ul style="list-style-type: none"> • Supervising and providing support for pupils, including those with special needs, ensuring their safety and access to learning • Attending to the pupils personal needs, and implementing related personal programmes, including social, health, physical, hygiene, first aid and welfare matters • Establishing good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs • Promoting the inclusion and acceptance of all pupils • Encouraging pupils to interact with others and to engage in activities led by the teacher • Encouraging pupils to act independently and responsibly as appropriate <p>Support Learning:</p> <ul style="list-style-type: none"> • Supporting pupils to understand instructions and learning tasks • Supporting pupils to develop skills and understanding in all areas of the curriculum • Supporting pupils towards becoming independent learners • Supporting pupils using IT as directed • Preparing and maintaining equipment/resources as directed by the teacher and assisting pupils in their use
Liaison	<ul style="list-style-type: none"> • Daily check in with Kitchen Manager to ensure arrangements for lunch timings and staffing. • Report serious accidents and illness to duty Senior Leader/Head Teacher • Support the named first aider with first aid when required. • Liase with the duty Leader, Additional Needs Lead Practitioners for further support to ensure pupils are showing positive and expected behaviours. • Raise team concerns with SLT • To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child • To encourage parental involvement and support through the development of effective working relationships

	<ul style="list-style-type: none"> • To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues • To consult with the children and involve them in the planning of activities • To encourage a close liaison with the academy and other related agencies • To share good practice with other Play Leaders and Play Workers as needed
Supervision and Care of Children	<ul style="list-style-type: none"> • To supervise students/ trainees, visitors and volunteers, delegating any appropriate tasks to other staff • Ensure that all activities are carried out in a safe and responsible manner in accordance with the requirements set by Ofsted, and other guidance, e.g. Health and Safety • Where food is provided, to ensure that it is balanced and healthy, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act 1990 • Ensure that risk assessments are completed prior to commencing activities with children. • To ensure that safeguarding policies are adhered to by all members of the team • Ensure all incidents are logged and recorded on CPOMS on the day that they occur
Direct Play Work	<ul style="list-style-type: none"> • Ensure that a wide range of creative and enjoyable activities are offered • To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock. Liaise with Finance Manager over ordering of resources for the Club from a delegated budget • Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children • To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish
Other	<ul style="list-style-type: none"> • Understanding and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person • To promote the aims and objectives of the academy, and use as a guide for daily activities • To contribute towards the revision of Academy Policies and Practices, as required by the Governing Body or Head Teacher • To ensure that all staff understand and adhere to Academy policies, procedures and standards at all times, including use of the Accident Book and Complaints Log • To ensure the Academy offers a high standard of physical and emotional care • To ensure good standards of hygiene and cleanliness are maintained at all times • To be responsible for the maintenance of Health and Safety standards appropriate for the needs of the children and staff within the Academy

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| | <ul style="list-style-type: none">• To oversee the preparation and maintenance of resources, e.g. materials, equipment• To ensure the Academy is a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development• To ensure confidentiality of information received• To promote the Academy within the local community• To undertake continuous professional development, including short courses and qualifications relevant to play work• To participate in activities which fall outside of normal working hours as required, e.g. training, staff meetings, fundraising events, etc.• To undertake other duties, as required by the Head Teacher, as appropriate to the grade of the post• Contributing to the overall ethos and aims of the school |
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I have read the above job description and agree with the terms.

Name: _____ **(PRINT)**

Signed: _____ **Date:** _____

