

St Patrick's Catholic Primary School and Community Nursery

St Patrick's Before and After School Club

PLAYLEADER

JOB DESCRIPTION

Post Title:	Play Leader
Hours:	25 hours per week term time only
Salary:	Scale 3 point 17
Responsible to:	Governing Body of St Patrick's Catholic Primary School
Location:	St Patrick's Catholic Primary School

JOB PURPOSE:

1. To supervise the care of children at the St Patrick's Before and After School Club
2. To supervise the day to day running of the Club.

MAIN DUTIES AND RESPONSIBILITIES:

1. To appropriately supervise a group of children and staff in the club.
2. To organise a wide range of stimulating play activities which encourage learning through play and co-operation, both indoors and outdoors, appropriate to the ages and needs of the children in the Club.
3. To ensure the delivery of creative play opportunities in a safe and caring environment.
4. To show patience, tolerance and warmth to the children.
5. To understand the physical, intellectual, language, emotional and social needs of the children.
6. To demonstrate a welcoming understanding approach to parents, and encourage parental involvement and support of the Club.
7. To treat all information relating to families as confidential.
8. To supervise the collection of children from school and the safe hand over to parents and/or named carers.
9. To supervise in the planning of activity programmes.
10. To be knowledgeable of safety measures including fire practice, and to ensure that incident and accident procedures and hygiene are observed.
11. To assist the Club to achieve and maintain the appropriate quality assurance accreditation.
12. To administer first aid as appropriate (including Paediatric First Aid).
13. To take advantage of training courses for personal development.
14. To attend meetings as appropriate.
15. To be familiar with all policies and procedures, including equal opportunities, behaviour, safeguarding, health and safety, key working, supervision and admissions.
16. To organise the responsibilities and activities within the equal opportunities framework.
17. To work within agreed policies.
18. To undertake any other appropriate duties as required by the Club Co-ordinator (Headteacher)