Job Profile

Position Details	
Job title	Afterschool Club Leader
School	Weston Park Primary School
Reports to	Headteacher
Grade	Scale 3-4
Job Evaluation Reference (For School HR use Only; not to be removed)	JE

Role Purpose

The After School Club Leader is responsible for providing a safe, welcoming and engaging environment for pupils after the school day. They will oversee the smooth running of the school's after school provision, support pupils' wellbeing and organise a range of enjoyable, age-appropriate activities.

Main Responsibilities

1. To take overall responsibility for the day-to-day running of the After School Club, ensuring that it operates safely, efficiently and in accordance with school policies and procedures.
2. To organise and direct the work of After School Club Supervisory Assistants, ensuring that staff are appropriately deployed and that adequate supervision is maintained at all times.
3. To ensure appropriate staff-to-child ratios are maintained at all times, including during transitions, outdoor activities and collection arrangements.
4. To follow the school's procedures for supporting children with additional needs, medical requirements, are unwell/ injured or require intimate care.
5. To ensure that children with additional needs, medical requirements or specific care arrangements are appropriately supported in accordance with information provided by the school.
6. To plan and provide a varied programme of age-appropriate, inclusive and stimulating play and recreational activities for children from Nursery to Year 6, storing and securing equipment after use.
7. To ensure that appropriate risk assessments and control measures are followed for activities, particularly outdoor and adventurous activities, noting any hazards.
8. To oversee the preparation of a hot meal daily. Ensuring that allergies and food preferences are taken into account, assisting with food preparation where required.
9. To promote positive behaviour and respectful relationships through consistent application of the school's behaviour expectations.

10. To deal promptly and appropriately with bullying, discriminatory behaviour, inappropriate language or other unacceptable behaviour, reporting serious or persistent concerns to the Headteacher.
11. To communicate appropriately with parents/carers, including significant incidents, behaviour concerns or matters affecting their child, within the boundaries of the role.
12. To ensure important information about children is communicated to parents or the appropriate school staff at the end of each session.
13. To maintain accurate daily attendance registers and records of children attending the club.
14. To ensure the After School Club is appropriately set up before children arrive, including checking resources, registers, first aid provision and the suitability of the environment.
15. To ensure all children have been safely collected at the end of each session and to follow the school's procedures where a parent/carer is late collecting a child.

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1. Understanding, knowledge and ability to follow guidelines that ensures compliance with Health and Safety at Work, Data Protection and other statutory requirements.
2. Understanding and commitment to promoting and implementing the School's Safeguarding and Equal Opportunities policies.
3. Develop and maintain strong professional relationships with colleagues, contributing positively to a collaborative and supportive team culture.
4. Contribute to the overall school ethos, values and inclusive culture of the school.
5. Comply with and support the implementation of school policies and procedures relating to child protection, behaviour, confidentiality and data protection.
6. Actively promote equality, diversity and inclusion, ensuring all children have equal opportunities to learn, participate and succeed.
7. Knowledge and experience of using IT.
8. To undertake any other temporary responsibilities aligned with the overall purpose and grade of the role.

Knowledge, Qualifications, Skills and Experience	Essential or Desirable
A minimum of 2 years experience of working with children.	Essential
Relevant NVQ3 or higher qualification.	Essential
Experience of safeguarding procedures within an educational setting.	Essential
Willingness to undertake child protection training.	Essential
Experience of leading/managing other staff.	Desirable
Food hygiene training.	Desirable
Evidence of child protection training.	Desirable
First aid qualification	Desirable

Main Contacts & Other Information

Main Contacts: Headteacher. Deputy Headteacher. School Business Manager. SENDco

Disclosure and Barring Service (DBS); this position require the postholder to undergo an Enhanced DBS check.

Enhanced DBS with a check against the barred list: ☐
If the post is defined as regulated activity with children or adults under the Safeguarding Vulnerable Groups Act 2006 (as amended) you are legally obliged to check the applicant's barred list status and may ask them to apply for an enhanced and barred DBS check.

Organisational Structure

Weston Park School Staffing Structure: 2026-2027

<table>
<tr><td colspan="2">Head Teacher</td><td colspan="3">Deputy Head</td></tr>
<tr><td>Phase Leader</td><td>Phase Leader</td><td>Phase Leader</td><td>SENCo</td><td>School Business Manager</td></tr>
<tr><td colspan="2">Site Manager</td><td colspan="3">Office Admin</td></tr>
<tr><td colspan="3">Teaching Team</td><td colspan="2">Support Staff</td></tr>
<tr><td>Class Teacher</td><td>EY Educators</td><td>Educational Psychotherapist</td><td>Teaching Assistants</td><td>SMSAs</td></tr>
</table>

ADDITIONAL INFORMATION

Supervision / Management of People				
Please indicate (**x**) which group best describes the total number of staff the post holder is directly responsible for (please note indirect reports should not be included):				
None	Up to 5 staff	6 to 15 staff	16 to 49 staff	50 plus staff
	X			
Are the staff based at the same work location?				Yes / No
Will the post holder be responsible for contract / agency / project staff?				Yes / No

In the normal course of their duties would it be reasonable to expect the job holder to undertake, or be involved in, any of the following on a regular basis.

Work Environment *Please ensure that where you have indicated a 'Yes' that you enter a (%) percentage of time spent in the day in the cell next to it*					
Activity	Yes/No	% of working day	Activity	Yes/No	% of working day
Office duties.	No		Use of a computer.	Yes	5%
Audio typing.	No		Crisis or conflict situations.	No	
Walking more than a mile.	No		Manual handling.	Yes	
Working alone or in isolation.	No		Working in confined spaces.	No	
Driving a car, van or minibus.	No		Preparing or serving food.	Yes	20%
Exposure to infectious diseases, e.g. Tuberculosis (TB) or Hepatitis B.	No		Working in awkward positions, e.g. stooping, bending, reaching.	No	
Exposure to substances hazardous to health, including lead, asbestos or radioactive substances.	No		Operating heavy or hazardous machinery including forklifts, diggers or cranes.	No	
Regular and repetitive movements.	No		Standing or sitting for prolonged periods.	No	
Outdoor work involving uneven surfaces.	No		Working at heights / on ladders, roof work.	No	

Working shifts / unsocial hours / nights.	No		Outdoor work involving extremes of temperature.	No	
Teaching, or responsibility for, children.	Yes	100%	Control and restraint.	No	
Electrical hazards.	No				

Resources – identify & list personal and identifiable accountability for physical and financial resources including those of clients:
Cash/Financial Resources - Is the post personally and identifiably accountable for the accurate handling / security of cash and cheques? If yes, specify the average amount controlled at any one time and the nature of the accountability:
No
Plant/Equipment - is the post personally accountable for the proper use / safekeeping of plant / equipment? If yes, please indicate the type(s) of plant/equipment and the nature of the accountability:
No
Stocks/Materials - Is the post personally accountable for materials / items of stock? If yes, please indicate the type and approximate value and the nature of accountability:
No
Data Systems - is the post personally accountable for the use, manipulation and safekeeping of data systems whether manual or computerised? If yes please indicate the type of system(s) and the nature of the accountability, whilst explaining the importance of the data systems to the Council's operations:
No
Buildings - Is the post personally accountable for the proper use and safekeeping of buildings. If yes please indicate the type of building(s) concerned and the nature of the accountability:
No