

## Job Description

<b>Directorate:</b>	Wellbeing, Care & Learning	
<b>Post Title</b>	Out of School Club Leader AA703	
<b>Evaluation</b>	387 Points	<b>Grade:</b> N4
<b>Responsible to</b>	Head Teacher	
<b>Responsible for</b>	Out of School Club Assistant	
<b>Job Purpose</b>	Ensure the effective operation of the Out of School Club overseeing all aspects of the facility's operation on a day-to-day basis.	

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Advise, support and assist the Head Teacher in the development of an effective programme of activities ensuring appropriate equipment, facilities and services are available.
- 2 Supervise the work of the Out of School Club Assistant(s).
- 3 Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- 4 Respond to the practical needs of children where there is an identified special educational need.
- 5 Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 6 Assist in the control of income and expenditure for the Out of School Club ensuring relevant records are maintained.
- 7 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 9 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007