

Version 1 Last Updated: 21.06.2019

Next Review: 20.06.2019

Job Title:	St Peter at Gowts After School Club Lead
Reports to:	None
Accountable to:	Schools Officer
Contract Term:	(Part time, 15 hours) 1 year fixed term, Monday to Friday (term time only)
Location:	Sincil Bank Stadium, Lincoln, LN5 8LD
Salary:	£5,670.00 pa
Closing Date:	28 July 2019

Job Purpose

Lincoln City Foundation is looking to build their after school provision to primary schools, in and around Lincoln and ensure the standard to delivery remains high throughout.

This role will co-ordinate the day-to-day delivery aspects of an allocated after school club, including planning structured sessions, leading on delivery and creating a caring and fun environment that enables children to engage with positive activities and supports parents and carers with childcare provision.

The main role objectives will be to:

- Plan and deliver a diverse range of activities, including arts and crafts and physical exercise games, using initiative new ways of engaging with children from the local community.
- Act as an initial point of contact for the school staff team and parents of those children accessing the after school activity, building positive and trusting relationships.
- Identify children that may require additional support for learning, to follow instruction and/or peer-to-peer interaction and liaise with educational staff as appropriate.

Key Responsibilities

Main responsibilities of the role include:

- Deliver a high-quality after school club activity that is inclusive, fun, diverse and age appropriate
- Manage the day-to-day organisation of the after school club; be punctual, reliable and ensure staff ratios are safe and appropriate
- Maintain records relating to the running of the after school club adhering to Foundation policies and GDPR legislation
- Safeguarding the individuals and the needs of all children whom access the after school club sessions

- Complete relevant risk assessments and ensure good standards of safety and hygiene are upheld
- Ensure all children embrace positive behaviour techniques and adhere to the Code of Conduct
- Provide and encourage healthy snacks to be consumed within the session working with the Schools Officer to promote the Foundations food distribution project within schools
- Support the Schools Officer to maintain Ofsted certification and ensure working meets the requirements of the school
- Liaise with the Finance Manager to collect and coordinate payments for the sessions, including those made through a Childcare Voucher scheme
- Ordering of and taking responsibility for equipment and session provisions, following the Foundations cash handling and ordering processes
- To address incidents of bullying or isolation as they happen and follow up with relevant Foundation and school staff teams
- Respond to initial concerns raised by parents and/or school staff
- Report any concerns or incidents to the School Officer and complete the required reporting documents held at the Foundation and those of the school if required
- Attend any training to develop relevant knowledge and skills
- To represent the Foundation, when required, at internal and external meetings
- To act as a role model to children and as an ambassador of the Foundation After School Club provision.

General Responsibilities

- Compliance with all Lincoln City Foundation policies and procedures
- To observe and adhere to the organisational Code of Conduct, safeguarding commitment and the equal opportunities strategies of Lincoln City Foundation
- To undertake such other duties as may be reasonably expected
- To maintain professional conduct at all times
- To undertake CPD as necessary in line with development of the role and required by the Foundation
- The marginal functions of this position have not been included. All employees are required to follow any other job-related duties required by their line manager which are relevant to the role and achieving the Foundation's objectives.

Person Specification

Education/Qualifications/Training

Working towards, or commitment to gain, an NNEB/NVQ Level 2 in Playwork/Childcare, or equivalent	Desirable
Food Hygiene Safety certificate (in date)	Essential
Safeguarding Certificate (in date)	Desirable
Emergency First Aid Certificate (in date)	Desirable

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Knowledge and Experience	
Experience of working with children in a childcare environment	Essential
Experience of working in a school environment	Essential
Experience of developing relationships	Essential
Experience of working within a school/club/early years setting	Essential
Experience of using computer equipment and software, including Microsoft programmes	Desirable
Awareness of good childcare practice	Essential
Basic child development	Essential
Skills and abilities	
Ability to work on own initiative	Essential
Excellent communicator	Essential
Excellent organisational and planning skills	Essential
Focused on participant led age appropriate activities	Essential
Committed, self-motivated and driven	Essential
Strong commitment to high quality delivery and customer service	Essential
Ability to observe and assess children's learning and development	Essential
Ability to form strong and appropriate relationships, demonstrating excellent communication skills	Essential
Equality & Diversity	
Must be able to recognise discrimination in its many forms and adhere to the LCF Equality policies	Essential
Able to work within a diverse community to promote equality & diversity	Essential
Other	
Must satisfy relevant pre-employment checks including two current references relevant to the position and Enhanced DBS checks	Essential
Clean driving license & access to a vehicle	Desirable
Strive to achieve and work towards 'Lincoln City Foundation' vision and mission statements	Essential