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| Newcastle City CouncilJob Description |  |
| **Directorate:** | Wellbeing, Care & Learning |
| **Post Title** | Out of School Club Leader AA703 |
| **Evaluation** | 387 Points | Grade: N4 |
| **Responsible to** | Head Teacher |
| **Responsible for** | Out of School Club Assistant |
| **Job Purpose** | 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