

# The Grange Junior School

## After School Team Leader (Junior School)



# Job Description

<b>The Role:</b>	After School Team Leader (Junior School)
<b>Reporting:</b>	After School Club Manager
<b>Hours:</b>	Part time, Term time only 2:45pm to 6.15pm on Monday and 3:00pm to 6.15pm Tuesday to Friday
<b>Salary:</b>	£8,590 per annum

## Job Purpose

### The Opportunity

The post offered is After School Team Leader at the Junior School. This is a permanent position for an existing member of the team.

Successful applicants will support the After School Club Manager in the running of the After School Club and to assume some of the responsibilities of the Manager in their absence. They will care for, help and supervise children aged between 4 and 11 years of age during the after school childcare facility 'Sundowners' which is open Monday to Friday 3.00pm – 6.00pm.

## Responsibilities

- Support the After School Club Manager in the day to day running of the club.
- Lead and create an enhanced provision for different groups of children in other areas of the school (e.g. new craft activities in the Art Room, physical activities in the Sports Hall).
- Supervise the D of E students, ensuring that they are inducted into the role, correctly follow procedures and are assigned appropriate activities.
- In the absence of the Manager assume responsibility for:
  - Ensuring that all children are registered in and out of Sundowners and that any children expected in Sundowners but failing to attend are promptly located.
  - Managing the daily rota, adapting this as necessary to ensure that all key tasks are covered and that staffing ratios are adhered to.
  - Managing the setup of resources and equipment before the children arrive, including games and craft activities.
  - Liaising with the Junior Leadership Team of the school regarding any incidents or issues that may arise.
  - Ensuring that the team deals sensitively and confidentiality with any pastoral or welfare issues.

*In addition to the specific duties of the After School Club Team Leader described above, the post holder will undertake appropriate duties as a member of the After School Club team. These duties are set out below:*

- Have a caring, engaging and patient approach to children aged between 4 and 11 years old, being friendly yet firm, valuing the importance of positive play.
- Promote positive behaviour and good relationships between the children, having absolute regard to the safety and welfare of children on the school's premises.
- Engage and introduce children to play opportunities across all ages.
- Set up resources and equipment before the children arrive, including games and craft activities.
- Greet parents and sign in the children, giving a good impression of the School to parents at all times and dealing sensitively and confidentially with any pastoral or welfare issues.
- Liaise with the After School Club Manager and Junior Leadership Team of the school regarding any incidents or issues that may arise, albeit these are very infrequent.
- Attend meeting and training courses as may be required for personal and professional development.
- All staff are expected to uphold the values of the School by setting an example in attitudes, language and appearance.
- All staff should promote the general purpose and well-being of the children in their care.

# The Person

Key to recruitment activity: A = Application, I = Interview

Personal qualities:	Activity
Calm and reliable	I
Creative and thoughtful	A/I
Empathetic to adults and children alike	A/I
Organised and punctual	A/I
Patient, resourceful and tolerant	A/I
Capable of leading and motivating others	A/I
Commitment to the safeguarding of our pupils	I
Knowledge & Experience:	
Experience of supervising children as a parent, 'family adult' or carer	A/I
Understanding of the importance of constructive play to children's development	I
Be able to work as part of a team and individually	A/I
Inspire trust and confidence in children	I
Encourage high standards of behaviour at all time	I
Liaise with parents and colleagues in a professional manner	I
Observe the boundaries of the role, and respect confidential information	I
Initiate games and activities appropriate to the age of the children	I
Willing to undertake training as required	I
Relate to children on their level	I
Experience of positively managing the behaviour and play activities of individual and groups of children would be advantageous	I
Though not essential experience of working with groups of children on a voluntary or paid basis would be desirable	A/I
Though not essential, a current first aid qualification or play leader qualification would be desirable	A

# The Process

To apply for this position please submit a letter of application for the attention of Mr B Tagg:

**The Grange School  
Bradburns Lane  
Hartford  
Cheshire  
CW8 1LU**

Applications are also accepted via e-mail to [recruitment@grange.org.uk](mailto:recruitment@grange.org.uk)

The closing date for applications is **Monday 28th April 2025 at 4.00pm.**



*The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check. This post is exempt from the Rehabilitation of offenders Act 1974.*

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