



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Primary School After School Care Leader

Purpose:

- Lead, plan and implement the day to day operations and staffing of the After School Care programme to ensure appropriate provision
- Ensure that adequate and appropriate Health and Safety measures are in place for the After School Care programme
- Ensure that all children are properly supervised in a safe and controlled environment,

Reporting to: Head of Assessment, Inclusion and Staff Development

Responsible for: After School Care supervisor and Support Staff

Liaising With: Primary Leadership Team (PLT), Learning Assistant Leader, Learning Assistants

Normal Working Hours: 1.15 to 5.45 pm with need, from time to time, to work extra hours in the event of any special circumstances, in order to ensure protection and safety of all children. There is an obligation on the after school care supervisor to remain as carer of any child or children who have not been collected at the end of the normal operating day and/or delegate this responsibility to an attendant.

Requirements: Teaching Qualification and First Aid Experience

Main Duties and Responsibilities:

Care and Safety

- Ensure attendants diligently supervise the children assigned to his or her care to minimise the opportunity for accident or injury
- Ensure that equipment/property is properly maintained and safe for childrens' use and take appropriate action to have any issues rectified.
- Provide the children with a light snack at the appropriate time
- Adhere to the implementation of the "behavioural policy" as laid out by CPHS
- Provide basic First Aid as and when necessary and take appropriate action if further medical attention is required.
- Ensure all property and equipment is clean and properly stored at the end of the day

Activity Provision

- Plan, prepare and deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 4- 11 years old
- Work with the children in the various activities to encourage participation in activities
- Ensure delivery of creative play opportunities in a safe and caring environment
- Monitor supplies of activities and general provisions for ASC and prepare annual requisition for new items, as required by The Primary Leadership Team
- Ensure that areas are set up and cleared at the end of sessions
- Undertake other reasonable duties as may be required or designated by the Primary Leadership Team

Recording Attendance

- Ensure that all children entering the after school care program are registered appropriately. The register will record the name and class of the child and the time they entered the after school care programme
- Ensure that parents/guardians collecting children will note the time the child was collected in the same register
- Perform regular headcounts of children in after school care to ensure all properly accounted for.

Staff Supervision

- Supervise the after school care supervisor and attendants to ensure adherence to all aspects of programme
- In conjunction with Head of School, conduct annual performance appraisal of after school care attendants
- Assist in the administration of the club, keeping relevant records and ensure that the agreed club procedures are implemented.
- Implement an induction programme with any new staff

Communication

- Communicate and liaise with parents, the School Business Manager, Principal and Head of School
- First point of contact for handling and resolving issues arising from parents.

All Staff Are Expected To

- Maintain confidentiality at all times, with regard to student information and related school matters.
- Support the Christian Principles as well as the aims and ethos of the school, the school's behaviour code, uniform and other regulations
- Attend and participate in staff CPD sessions, school-based meetings, student performances and extra-curricular activities, where appropriate
- Support and participate in school fund-raising, social events and other related out-of-school activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed: (Post holder) Date:

Signed: (Director) Date: *Updated March 2018*