











JOB DESCRIPTION: OUT OF SCHOOL (OOS) - CLUB LEADER

“Community Childcare Centres is committed to safeguarding and promoting the welfare of children and young people and expects all staff, parents, students and volunteers to share this commitment”

Accountable to: [GROUP MANAGER / CEO](#) and [SETTING LEADERSHIP TEAM](#)

Working in partnership with other Lead Educators, the Club Leader will form an integral part of the company Leadership team. Our children and their families deserve the very best childcare service, and we foster a ‘Can Do’ attitude in our people who role model positive dispositions within their teams. This enables Growing Places to be at the forefront of good practice emulated throughout the company.

The Club Leader will be expected to:




-  Be a role model and advocate for the ethos and culture of Growing Places, positively contributing to the delivery of the shared vision and philosophy of the setting/company.
-  Be passionate, driven and highly motivated in providing a first-class service
-  Provide high quality childcare provision, which is flexible in meeting individual need(s)
-  Be an effective communicator and be committed to working at the highest standards
-  Be positive, enthusiastic and passionate about children’s play opportunities, inspired by the ‘Playwork Principles’
-  Be highly motivated, provide effective leadership and be a role model to other Play Workers
-  Work effectively to ensure that the best possible opportunities are available for every individual child,
-  Responsible for ensuring that high standards of play are maintained at all times and provide creative play opportunities for all children, with consideration always being given to the use of the natural environment.
-  Promote the company’s healthy eating policy and to be aware of food allergies and special dietary requirements and to encourage the children to enjoy the social aspects of eating together
-  Ensure all company standards and policies/procedures are adhered to

Key responsibilities:

To have a flexible approach to working in the setting and to ensure all responsibilities are completed to the highest standards.




CHILDCARE RESPONSIBILITIES

To ensure each child in your club has access to a wide range of varied and creative experiences that are developmentally appropriate and fulfil individual needs, consideration always being given to the children’s interests and the use of the natural environment, including:

-  to be aware of the child’s holistic needs including, health, food, physical, emotional and intellectual.
-  the care and the welfare of the children, with concern for individual developmental needs, any concerns should be identified early and shared with the Out-of-School Coordinator / Group Manager
-  to contribute to the effective planning and reviewing of children’s play development, ensuring that high standards of play are maintained at all times

ENVIRONMENT RESPONSIBILITIES

Create a warm, stimulating environment in which the needs of children and their families may be met in a sensitive and professional manner, including:

-  coordinating effective play work practice and documentation
-  support staff on recording individual children’s progress & documentation for EYFS, as appropriate
-  leading practice – role modelling staff standards & expectations, supporting staff confidence

EFFECTIVE COMMUNICATION WITH PARENTS / CARERS and OTHERS

To build relationships and strong communication links within the club community (including: local schools, professional agencies) and where possible promote a shared vision to ensure consistency of care for all families.

- Initiate and sustain an effective 2-way sharing of information with parents and carers, confidentiality being a priority.
- To work with all children and their families to ensure that they are gaining all necessary support and advice.
- To liaise with the staff from a range of agencies and members of the community, as appropriate

STAFF RESPONSIBILITIES

Lead on all aspects of team members' staff development, including performance management, and provide effective motivation and support of the team within the setting (ensuring high standards are effectively followed by all team members), including:

- managing new employee induction book (focus on section 2)
- organising of staff throughout the sessions
- staff CPD (incl. appraisals, termly reviews, individual training and/or coaching needs)*
- coordinating staff individual & group training needs (incl. company mandatory training & first aid)
- staff motivation, concerns (incl. capability & disciplinary)
- staff recognition & rewards
- developing the club action plan
- with setting leadership team, coordinate staff reflection meetings and staff training days – incl. setting agenda

**including recording all staff training on personnel files, staff training log and appraisal & review log as part of company CPD procedures and develop an individual, setting and/or company training plan*

ADMINISTRATION RESPONSIBILITIES

Alongside the setting Operational Lead, to ensure efficient administration of the club effective financial/other controls* of the club (including billing, chasing debtors, reviewing occupancy levels and staff costs), including:

- day-to-day administration (e.g. registers, form-filling)
- updating parent, site users or agency contact details
- initial enquiries / enrolment / deposit: process with parents
- CONNECT system – management of bookings (including any changes), staff absenteeism, holidays
- financial management (incl. amendments to invoices, debtors, budget vs. actual)
- monthly reflections/dashboard data & detail
- termly group manager's visit - audit & action plan
- review of accidents, medicines, safeguarding, care plans
- orders – Sainsbury's, County, In Kind, etc
- managing gift aid declaration forms, incl. setting events
- ensuring reporting procedures are followed, filed and shared with CEO (incl. complaints, etc)
- setting communication – e.g. calendar / events / newsletter
- collating annual survey info – parents & staff

** regularly report to the CEO/Group Manager, as required (incl: minutes from all meeting held with staff, health & safety matters, monthly reflection information, children's development issues, staff issues, other concerns).*

HEALTH & SAFETY RESPONSIBILITIES

Promote safe working practices and ensure compliance with all health & safety legislation in accordance with Company policies / procedures, including:

- to be responsible for the care and the welfare of the children with concern for individual developmental needs
- to maintain high standards of cleanliness, housekeeping and hygiene in the club
- to practice safe working methods that reflect the company standards, policies and procedures (including opening and closing procedures for the setting), reporting any problems to the OOS Coordinator/Company Health & Safety officer
- ensuring that setting Health & Safety action plan(s) are managed effectively, including Critical Incident Actions

PERSONAL PROFESSIONAL DEVELOPMENT RESPONSIBILITIES

- To keep up-to-date with new legislation/initiatives in early years and playwork and researching best practice to share with all team members
- To be responsible for enhancing your personal and professional continuous development (including training/ coaching/workshops/setting based training/mentoring)

Positive, professional attitude for all responsibilities and any company developments

Any other duties as maybe deemed suitable to the post, as agreed with the CEO and within the context of the contract of employment. Priorities are likely to vary from time to time.