



St Anthony's Catholic Primary School
An Academy School within The Catholic Academy Trust in South Hampshire



**ST ANTHONY'S CATHOLIC PRIMARY SCHOOL VISION
STATEMENT**

'Children in our heart, Christ at the centre'
'We love, we learn and we live'

Job Description - Extended School Leader, Laughalots

Reports to: Headteacher

General Duties and Responsibilities:

To support and uphold the vision, mission and aims of our Catholic school.

Responsible for:

Leading and working as part of a team to attend to children who are part of our Breakfast and After-School Club wrap-around care that we call the 'Laughalots' club.

Purpose of the job:

- To lead the provision of safe, high quality education, play and care for children in the Breakfast and After-School Club.
- To fulfil legal and statutory requirements and to contribute to/implement school policies.
- To lead the team of Playworkers who work in the Breakfast and After-School Club teams.

Main duties:

1. To lead the provision of a high quality of play and continued learning for the children in Breakfast and After-School Club.
2. To ensure the welfare and safety of children is promoted with the setting and that any child protection concerns are always appropriately acted upon immediately.
3. To ensure records are properly maintained and updated, e.g. the creation and maintenance of the daily attendance register, accident and incident book.
4. To liaise closely with parents/carers, informing them about their time in Breakfast and After-School Club.
5. To ensure the Breakfast and After-School Club is a safe environment for children, staff and others; that equipment is safe; standards of hygiene are high and safety procedures are implemented at all times.
6. To lead the team to implement any recommendations made following regulatory inspections.
7. To implement all Extended School's policies and procedures, e.g. register and signing out procedures, child protection, health and safety, confidentiality, food safety, setting hygiene etc.
8. To ensure that children attending the setting receive a balanced and healthy diet at snack time.
9. To attend any training events or meetings as identified by the Headteacher and to keep up-to-date with current good practice. Training will be provided where appropriate and any extra training will be considered after a successful probation period has been completed.
10. To lead the team to ensure that accurate and up-to-date record keeping systems are kept e.g. any safeguarding issues and health and safety issues.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the Headteacher.

You must read and understand and implement the School's Safeguarding Policy

- This job specification may be reviewed at some future date in response to the changing needs of the school or the professional/personal development of the individual concerned, and may be amended at any time after consultation.
- All duties are performed subject to consultation with the Headteacher and other staff as necessary and in accordance with Personnel Guidelines.

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