



## **JOB DESCRIPTION – AFTERSCHOOL ROOM LEADER**

The overall policies and procedures of the group will be laid down by the management to whom the leader is responsible. Within the terms of these policies the Leader is responsible for the day-to-day running of the afterschool and ensuring that there is a safe, caring and welcoming environment for children and their families.

- The Leader is responsible for the overall safety and well being of the children.
- The Leader is responsible for calling regular staff and planning meetings in order that staff will be fully aware of their roles and the progression of the pre-school curriculum throughout the year.
- The Leader is responsible for the support and supervision of staff on a day-to-day basis and for input into the appraisal of staff within the afterschool.
- In consultation with the staff at meetings, the Leader should ensure that planning and preparation is carried out and that the activities offered throughout the session allow the children to experience the full breadth of the curriculum as laid down in Department of Education Guidance for Pre-School Education.
- The Leader should ensure that the playroom is appropriately laid out before the session commences and is tidied up after the session ends. The Leader is also responsible for ensuring good standards of hygiene are followed and that equipment is safe and regularly checked as recommended in DHSSPS guidelines.
- The Leader, in conjunction with the staff team, will carry out regular observations and make an assessment of each child's needs within the group and plan **DAILY** to meet these needs.
- The Leader is responsible for keeping up-to-date records as stipulated by DHSSPS and the Department of Education
- The Leader will encourage the active participation of all parents by seeking their involvement in their children's learning.
- The leader will ensure all parents are kept fully informed of their child's overall development within the group.
- The Leader will liaise with, inform and support the management within the organisation of special events, outings, visits, and fundraising activities.
- The Leader will consult with the management to agree changes in procedures and practice.

- The Leader should bring to the attention of the management any matter for which it is responsible.
- The Leader should keep strictly confidential any personal information regarding the children, their families or other staff which she/he learns as part of her/his job. Such information should only be passed on in the interests of a child. If the Leader needs advice on such matters then she/he should contact the EARLY YEARS adviser or registering social worker.
- It is essential that the Leader attends relevant, ongoing training courses and evening meetings. Course fees may be considered by the management.
- The Leader should be available to attend to any other reasonable duties relevant to the post.

A list of the Leader's overall responsibilities could include:

- [a] Ensuring the overall safety and well being of the children.
- [b] Providing a caring and stimulating environment for the children.
- [c] Induction of new staff in conjunction with management.
- [d] Supervising staff on a day to day basis. Calling and chairing staff meetings and supervising students and volunteers attached to the playgroup.
- [e] Carrying out staff appraisals in conjunction with management.
- [f] Ensuring that good standards of health and safety are maintained.
- [g] Keeping up-to-date records: daily register of attendance, an accident book, a plan of group activities, a petty cash book and records required by social services and Department of Education, confidential information on the welfare of the children.
- [i] Presenting an end of year report to management.
- (h) Help provide and take part in all the group's activities.
- [j] Actively involve parents through a variety of methods.
- [k] Keeping parents up-to-date on their child's progress.
- [l] Keeping a waiting list and admitting children when vacancies occur in keeping with the group's policy.

- [m] Organising and taking part in special events and group outings.
- [n] Liaising with other relevant professionals.
- [o] Ensuring the implementation of the written policies and procedures of the group.
- [p] Attending to any other reasonable duties relevant to the post.
- [q] Collection of payments from parents for daycare provision and recording of same.
- [r] Collect children from school using the daycare vehicle if required by management and meet daycare insurance criteria.