



EDINBURGH
STEINER
SCHOOL

Job description:

After School Club Leader

Qualities required: Personal warmth, patience, tolerance, empathy, understanding and positivity; willingness to learn; perseverance; ability to cooperate and to work with colleagues and pupils; good time keeping; ability to be a good role model for the children in your care.

Duties will include:

- Adhering to the Policies & Procedures of Edinburgh Steiner School.
- Ensuring confidentiality is maintained at all times.
- Working as part of a team and attending meetings as appropriate.
- The care and supervision of the children with regard to their physical and emotional needs.
- Devising, implementing and maintaining a smooth and consistent rhythm for the children throughout the afternoon session.
- Escorting children from classrooms within school to the designated afternoon care room.
- Supervising lunch and clearing up duties.
- Leading indoor and outdoor activities.
- Providing snack and ordering food supplies.
- Liaising with parents at collection time, and being aware of the afterschool club mobile during afternoon care hours.
- Preparation and cleaning of the room.
- Positive management of children's behaviour; providing a good example of behaviour and language.
- Keeping clear records of attendance; maintaining the accidents and incidents book.
- Providing first aid care as appropriate
- Creating bills for each child.
- Locking up and key holding.