

JOB OUTLINE

Job Title: Education, Health and Care Club Leader

Grade: 4

Location: Grange Community Nursery and Primary School

Responsible to: Headteacher

Job Purpose: The main objectives to be achieved by the Post holder

To plan and lead a club that is specially run for children with Education, Health and Care Plans. The leader must plan high quality and varied activities within a safe and caring environment and provide a high standard of physical, emotional, social and intellectual care for the children placed in the club, which is specifically for those with special educational needs. The club leader will be the sole operator of this club and will use the Education, Health and Care Plan to plan specific activities for the children attending. They will be responsible for planning and delivery of activities within the provision and leading the general administrative/clerical/financial duties of the club.

The main responsibilities will include:

- Be wholly responsible for leading the club - including planning and running the activities. These activities must be planned according to the specific and complex needs of the children attending the club.
- Using the children's Education, Health and Care Plan to plan specific activities that support the complex needs of the children and enable them to work towards the outcomes on their Education, Health and Care Plans
- Use relevant assessment knowledge to report back on progress children have made towards their individual targets on their Education, Health and Care Plan
- Work to provide a safe, stimulating environment for the children and young people.
- Supervise children and young people and plan, organise and prepare creative and appropriate play opportunities for the children, taking the objectives of their Education, Health and Care Plan into consideration.
- Work within the policies and procedures in line with the Trust, National Standards for Out of School Care and statutory guidance on Safeguarding Children.
- Refer concerns relating to safeguarding following the Trust Safeguarding Policy.
- Administer first aid when necessary.
- Follow systems that ensure safe arrival and departure of children and young people.

Note:	In addition, other duties at the same responsibility level may be interchanged with/added to this list at any time.
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Personal Attributes required (on the basis of the job outline)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
Qualifications Relevant Child Care qualification (or equivalent)	D	A/I
Experience Experience of working with or caring for children of relevant age Experience of working with children with complex Special Educational Needs Experience of reading and interpreting Education, Health and Care Plans	D E D	A/I/R
Knowledge/skills/abilities Ability to relate well to children Ability to keep records and undertake necessary administration Ability to work as part of a team Ability to manage resources Good communication skills (oral and written) Good numeracy and literacy skills Ability to maintain confidentiality Basic knowledge of First Aid Ability to make effective use of ICT (e.g. Word, Excel) Flexible attitude to work Knowledge of safeguarding requirements Knowledge of Early Years Foundation Stage Knowledge of Special Educational Needs and Education, Health and Care Plans	E E E E E E E D E D E D D E	A/I/R
Other Commitment to Equality and Diversity Commitment to Health and Safety	E E	A/I/R