

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/ or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006.

Job Title:	After School Punjabi Leader
Grade:	3 (Point 5 – 6)
Full time salary:	£23,500 – £23,893 per annum
Responsible to:	Headteacher, Finance Manager
Responsible for:	Children attending the Punjabi After School Club
Key Relationships/ Liaison with:	Headteacher, Sports Coach, Finance Manager, School Business Manager
Job Purpose:	To manage and have overall responsibility and accountability for the leadership of the Punjabi Afterschool Club. To take overall charge for the running of activities and deployment of resources. To ensure that all legal and statutory requirements are fulfilled including SEND.
Occupational Standards:	Teaching Assistant Professional Standards

Main Duties and Responsibilities

- Have a good understanding of statutory regulations and requirements relating to the management of the Punjabi Afterschool Club.
- Ensuring that Health and Safety policies, Child Protection policies and other relevant policies are complied with; and that register, accident books and other appropriate records are maintained.
- Ensure the highest level of pastoral care for those children attending.
- To take responsibility for promoting a safe, orderly and tidy environment.
- To liaise with other staff within the school to ensure delivery of the Punjabi Afterschool Club.
- To liaise with parents on a regular basis.
- To develop positive relationships with colleagues and work constructively as a member of the school staff team.
- Maintain and produce lists and registers for the Punjabi Afterschool Club as required
- Ensuring equipment and resources are fit for purpose and developed as resources allow.
- Participating in appropriate professional staff development training.
- To provide care and encouragement to children with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents / carers / other professionals as appropriate.

OPPORTUNITY, AMBITION, KNOWLEDGE

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**After School Punjabi Leader
Personal Specification**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Fluent in Punjabi • Good numeracy and literacy skills • IT literate 	<ul style="list-style-type: none"> • First aid trained
Experience		<ul style="list-style-type: none"> • Experience of working within a school setting • Understanding of religious and cultural diversity
Knowledge/Skills	<ul style="list-style-type: none"> • Ability to create an enthusiastic working environment within the club • Excellent organisational skills • Ability to work collaboratively in a team • Ability to encourage high standards of effort, care and presentation 	
Personal Competencies and Qualities	<ul style="list-style-type: none"> • Enthusiastic and positive • Friendly and approachable with a can-do attitude • Tact, sensitivity and the ability to hand confidential material with discretion as well as the ability to remain calm and professional in all situations • Ability to build good relationships with parents and colleagues • Punctual and flexible 	
Other Requirements	<ul style="list-style-type: none"> • Understanding of safeguarding issues and ability to follow all Trust procedures relating to this • A commitment to the Trust's aims and values 	<ul style="list-style-type: none"> • Able to be flexible with working hours should the need arise for extra work on an ad hoc basis