



School of London
anglo.portuguese

CLUB LEADER CANDIDATE PACK

September 2024





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School of London

JOB DESCRIPTION

Club leader

➤ Qualities:

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

➤ Position

- **Part-time (3:30-6:30pm)**
- **Monday-Friday**
- **Fixed term contract**
- **For September 2024**
- **Experience working with children and leading activities**

Eligible candidates must send a complete school application form to:

➤ Apply Now!

 info@angloportugueseschool.org

 www.angloportugueseschool.org/en

 25 Courthouse Way London SW18 4QG



➤ Responsibilities

- Adhering to school Policies & Procedures
- Ensuring staff code of conduct is adhered to at all times
- Working as part of a team and attending meetings as appropriate.
- Providing good level of 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.
- Organising a schedule of activities
Leading indoor and outdoor activities.
- Supervising snack time.
- 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 in line with school policy and informing parents and leaders of club behaviour issues.
- Keeping clear records of attendance; maintaining the accidents and incidents book and reporting to parents.
- Providing first aid care as appropriate

CVs will not be accepted. All offers of employment are subject to references and enhanced checks.