



# Footsteps 4 Life

## Extra Curricular Clubs Job Description

**Job summary:** To be able to plan and deliver a set club/clubs for the enjoyment of children. £9 per hour.

**Line manager:** Footsteps 4 Life Director

**Working relationships:** Children attending the clubs and their parents/carers  
Management and staff, including students and volunteers,  
Schools and registering authorities.

### Main duties include:

- To provide opportunities for children through an extensive array of extra curricular clubs
- Using Teaching Games for Understanding Model where appropriate to implement the club.
- Planning, preparing and delivering quality extra curricular club opportunities within a safe and caring environment.
- Providing comprehensive care for the children including collecting them from school and delivering them safely to parents or carers.
- Setting up the play space including moving furniture and play equipment.
- Administering first aid when necessary.
- Facilitating good communication with all members of the organisation, parents, and schools.
- Keeping the work environment healthy, safe and secure.

### Person specification

Essential qualities	Desirable qualities
<ul style="list-style-type: none"> <li>● Experience of working with 4 to 11 year olds</li> <li>● Understanding the varied needs of children and their families</li> <li>● Understanding the issues involved in the delivery of fun, engaging extra curricular clubs</li> <li>● Understanding the issues of equal opportunities</li> <li>● Provide and facilitate safe and creative clubs</li> <li>● Good communication skills</li> <li>● Able to work as part of a team</li> <li>● Sufficient understanding and use of English to ensure the well-being of the children*</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of running extra curricular clubs</li> <li>● Competent in using IT to record registers and club administration</li> <li>● Ability to work on own initiative</li> <li>● Relevant qualification or willingness to work towards this</li> <li>● Appropriate child protection training</li> <li>● Current Paediatric First Aid Certificate</li> </ul>

\* Para 3.26 of the Statutory Framework for the Early Years Foundation Stage 2017