Pyramid Club Leader Role Description (Transition Clubs)

Overall aim

To provide a safe and stimulating environment within the Pyramid Club setting so that children may develop their skills and confidence. Pyramid Clubs are activity-based after school clubs for those children who have been identified as needing extra support around issues of transition between primary and secondary school and who are likely to benefit from attending. The activities will be based on the Pyramid model for which training will be given.

Key tasks include

* Attending training and support sessions as required by the Pyramid Co-ordinator
* Taking responsibility for leading, as part of a team, up to 10 club sessions of approximately 1½ hours (with approximately one hour each week additional time for planning and preparation). These sessions will be at the secondary school
* Attending an initial pre-club meeting in order to familiarise yourself with the school, staff and children.
* Observing and evaluating children and keeping appropriate records
* Identifying children’s needs, reviewing and planning activities accordingly
* Being reliable and punctual, notifying the school and the Pyramid Co-ordinator if there is a problem with your attendance
* Ensuring children are handed over to parents/carers at the end of club sessions unless otherwise agreed
* Attending an inter-disciplinary meeting to report on the club and children’s progress
* Be responsible and accountable for club/school resources (for example equipment and materials), keeping account of all club expenses
* Abiding by Safeguarding Children guidelines and informing the Pyramid Co-ordinator of any issues of concern.
* Abiding by policy and guidelines with regard to Equal Opportunities
* Following relevant Health and Safety legislation and guidelines