**Job Description**

**Job Purpose**:

The role of the After School Club Assistant is to help with the day to day organisation of the After School Club by providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

**Duties & Responsibilities**:

To assist with the day to day running of the After School Club

Pass on correspondence to teachers from parents/carers and vice versa.

Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.

Liaise with the school with regard to the needs of the children who attend the After School Club.

Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.

Provide care, play opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children.

Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.

Consult and liaise with the children and involve them in the planning of activities.

Ensure appropriate planning is in place to maintain the required standards, ensuring that the relevant equipment and resources are available, consulting with the School Management Team when necessary.

Monitor and evaluate the quality of the service.

Supervise the children throughout the session ensuring that ratios are adhered to at all times.

Be an effective role-model for children and practitioners at all times.

Ensure that the School’s policy regarding 'Supervision of children on outings and visits' is implemented during all visits and trips.

Ensure that children are kept safe and that staff members understand and follow Safeguarding Procedures.

Support all children by promoting positive strategies for unwanted behaviour, in line with the School's Behaviour Policy, working alongside the school staff when needed.

Support all children with Special Educational Needs and Disabilities and implement Personal Education Plans.

To ensure the After School Club offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.

Work alongside the school to ensure that multi-cultural events are being celebrated and implemented into the room planning.

Develop and maintain highly professional working relationships with relevant Local Authority Advisors, outside agencies and regulatory bodies for support and guidance.

**Working Hours:**

13.75 hours a week (Monday-Friday, 3.15pm to 6pm) term time only (38 weeks a year).

**Essential Qualifications and Experience:**

Level 2 Qualification in Childcare or Play work.

Experience of working with 4-11 year olds in a play environment.