

JOB DESCRIPTION

Staploe Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Job Title:	After School Club Assistant
Line Manager:	After School Club Leader
Location:	The Shade Primary School
Salary:	Scale 3
Hours of work:	3 days per week, 3.00pm – 6.00pm (9 hours a week), term time only.

Job Purpose:

To work in an effective childcare team delivering a high quality, flexible childcare service that meets the needs of the children and their families. To support the day-to-day organisation and operation of the club. To provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.

Principal Accountabilities:

- The post holder will be required to demonstrate a continual positive commitment to the Trust's policies including those relating to safeguarding children, health & safety, and equal opportunities. You will be committed to safeguarding and promoting the welfare of young people, a responsibility we expect all our staff to share
- To work in partnership with the After School Club Leader as part of a highly motivated and professional team
- To contribute to After School Club Meetings, professional development, and keep up to date with current childcare issue
- To support the development of safe and stimulating childcare provision, including collection of children from school and the safe delivery of children to parents/named carers
- To support day to day administration and record keeping in conjunction with the After School Club Leader
- To model a professional and inclusive manner to the children
- To be fully involved in all activities associated with the childcare provision

- To understand, work within and promote and contribute to the ongoing development of the club's policies and procedures
- To have an understanding of the Statutory Welfare Requirements and the ability to meet them
- To support children's participation
- To deliver the planned range of activities that meet the needs of all the children, whilst having a regard to the Early Years Foundation Stage and Play Principles if applicable
- To supervise the provision of healthy food and refreshments if applicable
- To clear up after activities making sure that materials and equipment are maintained and stored properly
- To work closely with parents/carers to create and develop open and inclusive working partnerships which support the development of their children
- To communicate effectively with school staff
- To have a sound knowledge and understanding of Safeguarding, and report any concerns to the After School Club or school's Designated Person
- To promote inclusive attitudes and practices
- To provide occasional agreed cover on an ad-hoc basis to cover Breakfast Club, at a level appropriate to this role
- To take part in any performance reviews and ongoing training
- To support observation, assessment and record keeping as require
- To promote the school's Equal Opportunities policy
- Other duties and responsibilities, express and implied, which arise from the nature and character of the role and are commensurate with the grade of the post
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- This job description is not necessarily a comprehensive definition of the post

The job description will be reviewed after one term and then annually.