LONDON BOROUGH OF BROMLEY

CASUAL ACTIVITY ASSISTANT

Job Description

Grade: BR4 **Department:** Riverside school
Reports to: Lighthouse Club Manager

Main Purpose of the Job
Responsible to the Lighthouse Club Manager, to support, in the day-to-day operation of Lighthouse Club at Riverside School. To promote high-quality child-centred play and sports activities within a safe and secure environment.

Key contacts
The post holder will work closely with the Lighthouse Club team and the Lighthouse Club Manager.

TASKS

- To contribute to the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the child.
- To participate in the organisation and evaluation of play and sports programmes and opportunities which reflect fully children's diverse and individual needs.
- To have a good understanding of the role of play in child development and contribute creative ideas to the programming of activities with the scheme leader.
- To promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
- To work on own initiative with minimal supervision and attend meetings as and when required by the scheme leader.
- To maintain good working relationships with School staff and relevant site users.
- To establish and maintain relationships with parents/carers providing them with information where appropriate.
- To refer all enquiries, complaints etc from the scheme users and potential users to the co-ordinator.
- To assist in the safety and security of the schemes environment, for the efficient implementation of the relevant emergency procedures including First Aid.
- To ensure that procedures are completed in line with school and Local Authority guidelines/policy.
- To protect children's rights, health, safety and well-being, to standards prescribed by OFSTED and current legislation such as the Children's Act and Health & Safety at Work Act.
- To provide information for reports as and when required by the scheme leader.
- To carry out other appropriate duties as directed by the scheme leader.

RESPONSIBILITIES

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support diversity and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP

Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance. Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

SAFEGUARDING

Riverside School is committed to safeguarding and promoting the welfare of children and young people. There is an expectation that all staff share this commitment. The post holder will be required to adhere to the school's safeguarding procedures and policies and be seen to actively promote them in all aspects of his / her work.

EQUAL OPPORTUNITIES

Riverside School takes its duty to eliminate unlawful discrimination, harassment and victimisation seriously. All staff are expected to share this commitment and foster good relations between different groups and treat all people associated with the Riverside community with dignity and respect at all times.

HEALTH AND SAFETY

Employees are required to work in accordance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties they come in to contact. In order to ensure compliance procedures should be observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

LONDON BOROUGH OF BROMLEY

CASUAL ACTIVITIES ASSISTANT

Person Specification

Grade: BR4 **Department:** Riverside school
Reports to: Lighthouse Club Manager

Skills/ Abilities

- Ability to work on own initiative with minimal supervision.
- Ability to support the day to day running of a special needs scheme and to assist in devising an activity programme which is suitable for the needs of the children for who it is aimed.
- Ability to work and communicate well with children and understand their individual needs. Ability to work as part of a team.
- Ability to communicate and maintain good working relationships.
- Ability to assist in play activities with enthusiasm and as part of a team.

Experience

- Experience of working with children.
- Experience of special needs desirable.
- Experience of challenging and complex behaviour is desirable.
- Experience preferred in sports and arts related activities.

Qualifications

- A childcare qualification is preferable.
- A first aid qualification is desirable.