

JOB DESCRIPTION



READING BOROUGH COUNCIL	Department/Directorate: Education
Post Reference No:	Location: Caversham Primary School
Job Title: Extended School Club Assistant	Grade/Salary Range: RG2 SCP3

JOB PURPOSE

To work as part of a team, under the instruction of the Extended School Club Supervisor to ensure that the Extended School Club runs smoothly and that all children are safe and cared for.

DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE

Reports to Extended School Club Supervisor

MAIN DUTIES AND RESPONSIBILITIES

Support for children

- Supervise and provide support for all pupils attending the Extended School Club, ensuring their safety and access to learning activities.
- Set up and assist with the smooth running of craft activities and other structured play activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Provide emotional and social support to all children, through listening and respecting each child individually.
- Preparation and serving of food.
- Administer first aid as required.

Support for Supervisor

- Create and maintain a purposeful, orderly and supportive environment, in accordance with Extended School Club plans.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers.

Support for the School

- 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 difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the Extended School Club.
- 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.

SCOPE OF JOB (Budgetary/Resource control, Impact)**SPECIAL/OTHER REQUIREMENTS or RESPONSIBILITIES OF THIS POST**

What level of CRB check is required for this post?

Enhanced

Health and Safety

Level 1/2

Food Hygiene Certificate

PERSON SPECIFICATION



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Job Title: Extended School Club Assistant	Post Reference No:

Qualifications/Education/Training:

1. A good standard of education.
2. First Aid qualification desirable.
3. NVQ2 in play work desirable.

Experience:

Relevant experience in a child care establishment desirable.

Skills and Abilities:

1. Good communication skills required in order to develop good relationships with staff, children and parents.
2. Ability to handle challenging situations.
3. Must enjoy working with children.

Specific Working Requirements: