

# JOB DESCRIPTION



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| 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?  
Health and Safety  
Food Hygiene Certificate

Enhanced  
Level 1/2

# PERSON SPECIFICATION

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|---|-----------------------------------|
| Reading Borough Council                   | Department/Directorate: Education |
| 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:**

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