

Highcliffe Primary School

Job Description

Title	Pre and After School Club Assistant
Job Purpose	To be responsible for the development of the Breakfast and After-School Club providing a safe and caring environment in line with relevant statutory guidance, where children aged 4 - 11 years of age can enjoy a range of play, learning and leisure activities. To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children and young people, using observations and their requirements. To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.
Responsible to	SLT

Duties and responsibilities

- To undertake the running of the Club, maintain high standards and quality throughout the Club, ensure the health, safety and welfare of the children and implement activities in line with relevant statutory guidance.
- To plan and develop appropriate activities to ensure that relevant national standards and guidance are met at all times and take a key role in suitably equipping the club in order to support children's physical, emotional, social and intellectual development considering ethnic, cultural and linguistic backgrounds.
- To take part in inspections of the Club, e.g. OFSTED, and action any recommendations that may result from inspection.
- To support the school's senior leadership team and admin assistant with ordering and purchasing in accordance with club systems.
- To keep up-to-date, and ensure the club complies, with relevant new legislation, procedures and requirements, including hygiene and health and safeguarding regulations.
- To identify any potential child protection issues related to specific children or to the overall running of the club, liaising with the school's Designated Safeguarding Lead and other professionals as appropriate in order to safeguard and promote the welfare of children and young people.
- To develop and maintain good communication with all staff, head teacher and with parents/carers.

Highcliffe Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is subject to an enhanced DBS check.

**Highcliffe Primary School is part of the Lionheart Educational Trust
led by Beauchamp College**