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| logo2 | **Park Way Primary School**  |

Job Description: After Schools Club Assistant

**Grade: Kent Range 3**

**Responsible to:**

# PURPOSE OF JOB

To be responsible for safe delivery of the After School Club, providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

To assist the ACS Supervisor in the planning and delivery of all associated services to make the after school club a success.

# DIMENSIONS

Subordinates: None

Budget: No direct reponsibility

No. of Children: up to 12

# PRINCIPAL ACCOUNTABILITIES

* Undertake the daily supervision of the children in After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
* To assist in the planning of exciting activities for the children both inside and outside the building.
*  Develop activities to ensure the National Standards and after school play values are met at all times and assist in suitably equipping the After School Club in order to provide a stimulating environment for the children.
*  Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.
*  Prepare for OFSTED or Health and Safety inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the After School Club ensuring compliance with legislation and KCC framework.

 Assist in the preparation and provision of healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds, ensuring that the After School Club’s Equal Opportunities Policy is adhered to.

 Keep up to date with all child protection and safeguarding practices within the school.

# NECESSARY EXPERIENCE

 Minimum of NVQ Level 3 qualification or equivalent in Playwork development.

Paediatric First Aid Certificate or willingness to obtain.

Minimum of 2 years supervisory or management experience in a childcare setting.

 Experience and understanding of multi-agency and partnership working.

Experience of basic technology (computer, video, and photocopier) Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

# SCOPE FOR IMPACT

The After School Club Assistant has the responsibility of ensuring that the club runs smoothly and that children are safe and happy

The Assistant will work in partnership with the supervisor and other school staff and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend training sessions as required to ensure own personal and professional development.

# JOB CONTEXT

The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action following the direction of the supervisor.

The post holder must be willing to deputise for the supervisor in their absence.

An awareness of child protection issues and procedures is essential.

The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

1. The Post Holder Will;
* Be directly line managed by the Breakfast Club Supervisor.

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the Headteacher.

Name/Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_