**Hamstreet Primary Academy**

**Job Description:** Out of Hours School Club Assistant

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| **Grade:**  | **KR2** |
| **Responsible to:** | **Line Manager**  |

**Purpose of the Job:**

To work under the direction of the Out of Hours School Club Supervisor to provide safe, high quality play for children. To assist the Supervisor in organising a daily routine that meets the emotional, social, physical and intellectual needs of the children To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

**Key duties and responsibilities:**

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| Under the control and supervision of the Out of Hours School Club Supervisor: |
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| * Support the Supervisor in ensuring that children, whilst in the Out of Hours School Club, have access to appropriate activities, giving consideration to families’ ethnic, cultural and linguistic backgrounds in accordance with the Out of Hours School Club’s Equal Opportunities policy.
* Contribute to the organisation of daily activities to ensure children’s needs are met whilst ensuring the National Standards and out of school play values, as defined by the Supervisor, are met at all times and when required,
* Support the Out of Hours School Club Supervisor in ensuring that records, including the children’s, families, staffing, registers, health and safety, sickness etc. are confidentially maintained in order to ensure effective storage and retrieval of information.
* Supervise the safe escorting of children to ensure their wellbeing at all times,
* Work with other staff to maintain the Out of Hours School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session,
* Ensure the well being of the children and staff and advise the Out of Hours School Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary. Work within KCC Guidelines for Safeguarding and Child Protection.
* The postholder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc.
* The post is mainly reactive with little need for evaluation or planning.
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**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.