***After School Club Assistant at Little Oaks After School Club, based at***

 ***Sandgate Primary School***

**Purpose of the job:**

**This role requires a passion for delivering excellent standards of care and play opportunities for children of Primary school age at Little Oaks After School Club.**

**You are required to assist the Little Oaks Team in delivering continuous good practice and ensure you always put the children first.**

Operational

* Supporting and liaising with the Manager, Deputy Manager, After School Club Leader and Directors where required, on a daily basis.
* To provide a safe, happy environment which promotes and encourages a sociable, welcoming and caring atmosphere for children, staff parent/carers and visitors involved within the setting.
* To maintain security, with regards to visitors entering the After School Club. (Refer to the procedure for use of the visitors book and the door policy).
* Working within the required standard, ratios and conditions of in accordance with OFSTED registration.
* Adhering to all Little Oaks Policies and Proceduresand reviewing them on a regular basis to ensure understanding and effective implementation.
* Possessing a knowledge of Ofsted day care standards and effectively implementing these requirements.
* Implementing the Safeguarding / Child Protection Policies and Procedure. To refer to them and review on a regular basis to ensure full understanding and effective implementation.
* Ensuring the environment and activities offers opportunities and experiences, which reflects the equality and cultural diversity of all children
* Stimulate, encourage and develop children’s play in a positive way enabling them to play appropriately and creatively, individually or in groups
* Acknowledge and note individual children’s progress and development, if appropriate and be able to share this with parents and the After School Club Leader. Report any issues of concern regarding an individual child to the Designated Safeguarding Lead as soon as possible
* Ensuring close supervision of children during snack times and adhering to the allergy and dietary requirements of each individual child attending the setting.
* To support the After School Club Leader, Manager, Deputy Manager and Directors in developing and maintaining links within the local community, neighbouring educational settings and outside professional agencies.
* To support the After School Club Leader, Manager, Deputy Manager, and Directors in establishing and maintaining successful and professional partnerships with parents/carers
* Any other duties that may arise, appropriate to the post as directed by a member of the management team.

Personnel

* Providing a positive role model to colleagues, students and visitors to the setting and demonstrating high quality practice.
* Attending regular staff meetings, out of hours (time will be reimbursed)
* To Attend regular training where required (externally or in house)