



**After School Club – Early Years Practitioner
Kent Scheme A
Monday – Friday Term Time only 3.30 p.m. – 6.p.m.**

1. PURPOSE OF JOB

To support the After School Club – Early Years Practitioner in the development and daily management of the After School Club, providing a safe, caring and stimulating environment for children.

To assist in organising a daily routine that meet 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.

2. PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout, in the absence of and as requested by the After School Club Manager, to ensure the smooth running of the club and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Support the development and regular review of policies and procedures to be followed within the After School Club in order to provide a consistent service and contribute to the implementation of an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met.
- Support the After School Manager in ensuring the National Standards and out of school play values are met at all times and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and be responsible for all Health and Safety matters to ensure the well being of those who use and work in the club.
- Support the After School Club Manager in ensuring that the children, whilst in the After School Club have access to appropriate and stimulating play activities to support their varying needs and take a key role in suitably

equipping the After School Club in order to provide a stimulating environment for the children.

- Ensure healthy meals/snacks are provided 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.
- Support the After School Club Manager in ensuring that records, including the children', families, staffing, registers, health and safety, sickness etc are maintained, ensuring confidentiality of information and ensuring that the information is stored effectively and is easily retrieved.

4. NECESSARY EXPERIENCE

- NVQ Level 3 Early Years qualification or equivalent.
- Paediatric First Aid Certificate or willingness to obtain.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.