

Job Description

Job Title: After School Club Assistant

Reports to: Headteacher/Extended Schools' Supervisor

Current Grade: Kent Range 2

1. PURPOSE OF JOB

To work under the direction of the Extended Schools' Supervisor 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.

2. DIMENSIONS

Subordinates: None

Budget: No direct budget

3. PRINCIPAL ACCOUNTABILITIES

Support the daily supervision of the Extended Schools' Club, developing and maintaining high standards throughout to ensure the welfare of the children and implement activities to ensure the National Standards and out of school play values are met at all times and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.

Work with other staff, following the direction of the Extended Schools' Supervisor in order to promote healthy eating and maintain the 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. Advise the Extended Schools' Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children.

Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information.

4. NECESSARY EXPERIENCE

Knowledge of Health and Safety procedures in the club

Knowledge of Child Protection procedures in the club

Level 2 Food and Hygiene Certificate or willingness to train is required.

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

EXTENDED SCHOOLS' CLUB ASSISTANT

5. SCOPE FOR IMPACT

This post has a direct impact on the well being and development of children attending the club

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.

The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club

They will be expected to attend team meetings and training sessions as required to ensure own personal and professional development. Meetings will be scheduled accordingly with the Extended Schools' Supervisor.

6. JOB CONTEXT

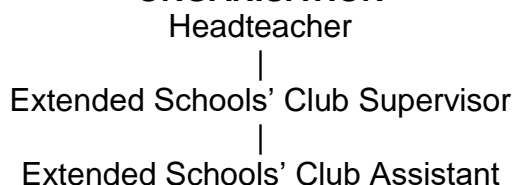
An awareness of child protection issues and procedures is essential.

The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and provide feedback to the Extended Schools' Supervisor.

The post holder should communicate with the Extended Schools' Supervisor, using the systems in place and by attending regular scheduled Team Meetings.

Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.

ORGANISATION



8. CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Breakfast Club Supervisor is one of these.

Agreed By Approved By
Job Holder Headteacher

Date: