

St Katherine's School & Nursery



Job Description

Out of School Club Assistant

Line Manager: Club Supervisor

Purpose

- To work under the direction of the Club Supervisor to provide a safe, caring and stimulating high quality environment for children.
- To assist the Supervisor 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.

Role & Responsibilities

- Contribute to the planning of the 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, supervise the safe escorting of children to ensure their wellbeing at all times.
- Work with other staff to maintain the Out of 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.
- Support the Supervisor in ensuring that children, whilst in the Out of 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.
- Support the Out of 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
- Report any concerns regarding safeguarding to a DSL, ensuring the safety and wellbeing of all children.
- Know and follow all the schools polices, especially around safeguarding.
- Have a First Aid Certificate.
- Have a basic understanding of Food Hygiene.
- Attend training sessions as required to ensure own personal and professional development.
- Take an active role in their appraisal to support teaching, learning and career progression.
- Play a role in formulating and reviewing the Combined SEF/SIP.
- At all times follow school's non-negotiable expectations.

Name:

Date:

Signature:

