

**Timu Academy Trust**

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| **Job Title** | **Child’s Play Assistant** |
| **Reporting to** | **Child’s Play Supervisor** |
| **Effective date of JD** | June 2015 |
| **Salary Range** | Grade 3 Kent Scheme  39 weeks per year |

## Key purpose and duties

To work under the direction of the Child’s Play Supervisor providing a safe, caring, legally compliant and stimulating environment for children.

## Main duties include:

## Support the Supervisor in the planning of the daily activities of Child’s Play to ensure children’s needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times

## Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain Child’s Play 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.

## Work a minimum of ten days per school year in the Child’s Play holiday club.

## Advise the 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.

## 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.

## With the other staff ensure that children, whilst in the Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds to ensure that the Trust’s Equal Opportunities policy to is adhered to.

## Any other duties as required and negotiated with the Headteacher or Senior Leadership Team.

## ADDITIONAL INFORMATION

* Comply with policies and procedures covering child protection, health, safety and security.
* To cover duties for absent colleagues, within reason as requested by Line Manager.
* To attend and participate in meetings as required.
* To contribute to the overall ethos/work/aims of the MAT.
* To participate in training, other learning activities and performance development as required.
* To recognise own strengths and areas of expertise and use these to advise and support others.
* To undertake any other duties commensurate with the duties/responsibilities/grade of the post.

All staff in school will be expected to accept reasonable flexibility in working arrangements in pursuance of raising pupil achievement and effective team working. The jobholder is required to contribute and support the overall aims and ethos of the Trust. All staff are required to participate in training and other learning activities, and in performance management and development in line with school policies and practices.

**NECESSARY BEHAVIOURS** ( From Kent ” Ways2Success”)

**A Focus on the Customer**

* + Customer Orientation
  + “Can do” Approach
  + Continuous Improvement
  + Communication & Customer Care

**Personal Resourcefulness**

* + Self Confidence
  + Respect for Others
  + Initiative

**Relationship Building**

* + Partnership Working
  + Teamwork & Co-operation

These Behaviours for Success apply to everyone, no matter what job they are doing within the trust. Your Line Manager will give you more information on the Behaviours and what they mean for you and your job.

**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 be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

**Job Context**

The Government is looking at ways in which childcare provision can be extended from the traditional “school” environment. Introducing Breakfast Clubs is one way in which they are achieving this.