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**The Discovery School**

**Job Title:** Out of School Club assistant (Breakfast and/ or After School Club)

**Responsible to:** Head Teacher/ Out of School Club Supervisor

**Salary:** Kent Range 2

**Purpose of the Job**

1. To work under the direction of the Out of School Club Supervisor to provide a safe, caring and stimulating high quality environment for children.
2. To assist the Supervisor in organising a daily routine that meets the emotional, social, physical and intellectual needs of the children.
3. To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

**Principal accountabilities**

1. 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 well-being at all times.
2. Work with other staff to provide healthy meals/ snacks in order to promote healthy eating and 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.
3. Advise the Out of School Club Supervisor of any concerns e.g. regarding children, parents or the safety of the children whilst working with KCC Guidelines for Child Protection to ensure the well-being of the children.
4. Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises, equipment) are used.
5. Ensure 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 in accordance with the school’s Equal Opportunities policy.
6. Support the Out of School Club Supervisor in ensuring that records, including the children’s, families, staffing, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.

**Supporting the school**

1. To know about and implement the school’s Child Protection procedures and ensure all safeguarding policies are followed
2. To be familiar with school policy and procedure
3. To actively support and maintain the ethos of the school, modelling the school’s values
4. To represent the school in a professional manner and to maintain confidentiality
5. To actively promote the highest standards of behaviour and respond to unacceptable behaviour in accordance with the school’s behaviour policy
6. To attend team and staff meetings as well as training and professional development days, as appropriate to the role

**Necessary Experience**

* Knowledge of Health and Safety procedures in the Out of School Club.
* Knowledge of Child Protection procedures in the Out of School Club.
* First Aid Certificate or a willingness to obtain.
* Must have a basic understanding of Food Hygiene.
* Basic experience and understanding of multi-agency and partnership working.
* Experience of basic technology (computer, photocopier, DVD)
* Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Be aware of, uphold and contribute towards the developments of the school’s policies and procedures, especially:
	+ Health & Safety
	+ Curriculum
	+ SEND
	+ Equal opportunities
	+ Child Protection
	+ Confidentiality

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| **Safeguarding:** | **The Discovery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.** |

This job description may be amended at any time after discussion with you, but will be reviewed annually through the Performance Management Process.