**JOB DESCRIPTION**

**After School Club Assistant, West Hill Primary Academy**

**Purpose of Post:**

* To assist the Play Leader in providing a caring, secure environment, through individual attention and group activities
* To organise appropriate range of leisure activities for children between the ages of 4 and 11.

**Key Areas**

* Activity Planning;
* Liaison;
* Supervision and Care of Children;
* Direct Playwork.

**Responsible to:** Extended Services Leader

**Duties and Responsibilities**

*Activity Planning*

1. To provide a safe, creative and appropriate play opportunities for a range of age groups
2. Preparing activities, organising programmes/ themes and arranging equipment;
3. To ensure that all activities are inclusive for all children to take part in;

*Liaison*

1. To help to develop and maintain good relationships and communications with parents/carers to facilitate day-to-day caring needs;
2. To encourage parental involvement and support through the development of effective working relationships;
3. To consult with the children and involve them in the planning of activities.

*Supervision and care of children*

1. Ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities;
2. Ensure that risk assessments are completed prior to commencing activities with children;
3. Ensure that food preparation and handling within the After School Club is carried out within the guidelines of the Food Safety Act 1990;
4. Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements;
5. To actively promote and support the safeguarding of children and young people in the workplace, ensuring that all staff and volunteers observe After School Club policies and procedures to keep children safe from harm.

*Direct Playwork*

1. Support the Play Leader in planning a wide range of creative and enjoyable activities;
2. Consult with the children in order to plan activities;
3. Ensure that play meets the full range of children's individual and group needs;
4. To fully support inclusive practice, and ensure that all children can be involved in the activities offered if they wish;

*Other*

1. To undertake continuous professional development, including short courses and qualifications relevant to Playwork;
2. To promote the aims and objectives of After School Club;
3. To understand and adhere to After School Club policies, procedures and standards at all times;
4. To ensure the After School Club offers the highest standards of physical and emotional care, health and safety, and food hygiene at all times;
5. To assist with the preparation and maintenance of materials and equipment;
6. Recording accidents in the accident book;
7. Ensure children are collected in strict accordance with the Setting’s Child Collection Policy;
8. To ensure the After School Club offers a high quality, inclusive environment which meets the needs of all children, regardless of culture, religion, and physical or emotional development;
9. To ensure confidentially within the After School Club at all times;
10. To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.
11. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Play Leader

This post requires a DBS check as there may be periods of unsupervised access to children. An Enhanced DBS and satisfactory references would be obtained prior to commencement of employment.

**After School Club Assistant - Person Specification**

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| **Essential** | **Desirable** |
| **Skills, aptitude, knowledge and experience**   * An understanding of the principles of Playwork * A commitment to the provision of high quality childcare * A positive approach to learning and gaining new skills through teamwork and training opportunities * Enthusiasm for consulting with children * Creativity to devise new ideas and engage the children in activities | * Previous experience of Playwork with children aged 4-11 in a voluntary or paid capacity * Knowledge of the Early Years Foundation Stage and the Playwork Principles * Interest in the care, learning and development of young children |
| **Personal qualities**   * Excellent communication skills, with children, colleagues, advisors and parents/carers. * Patience, punctuality, reliability and trustworthiness * A positive approach to inclusive practice, with children, parents/carers and colleagues * Enthusiasm for working with children and young people | * Good organisational and planning skills * Flexibility/ adaptability * Able to work in small teams |
| **Qualifications**   * A positive approach to gaining further qualifications, and continuous professional development * Some understanding of the importance of Health & Safety and Food Hygiene in the workplace * Completion of a full and relevant early years and childcare or Playwork qualification at Level 2 (e.g. NVQ Level 2 in Playwork, Level 2 Certificate for the Children and Young People’s Workforce), or be working towards completion | * Completion of Safeguarding Awareness course (Group 2) * Health & Safety certificate * Paediatric First Aid certificate * Completion of other relevant courses |