

Headcorn Primary School

**Job Description:** After School Club Assistant – KR3 Part time

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| **Grade:** | **Kent Range 3** |
| **Responsible to:** | **After School Club Supervisor / Head Teacher** |

**Hours:**

7.5 hours per week for 38 weeks per year exclusive of holiday entitlement. Your initial hours will be 3.15pm-4.45pm (Monday, Tuesday, Wednesday).

**Purpose of the Job**

* To work under the direction of the After School Club Supervisor to provide safe, high quality play for children
* To assist the Supervisor in organising a daily routine that meets 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 wellbeing of the children
* To deputise for the Supervisor on a short term basis where required

**Key duties and responsibilities**

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 wellbeing at all times
2. Work with other staff to maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and advise the After School Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Safeguarding to ensure the wellbeing of the children
3. Support the Supervisor in ensuring that children, whilst in the After 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 After School Club’s Equal Opportunities policy
4. Support the After 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.
5. To remain on site until all pupils are safely collected

Nov 2018