

Job Profile

After School Club Assistant Grade C

Group: Learning & Children

Location: Ryton Infant and Junior School Federation

Service: Care, Wellbeing and Learning

Line Manager: Executive Head Teacher

Job Purpose

To be a member of the after school childcare provision team after school ensuring the engagement in learning and development opportunities

The key roles of this post will include:

1. Providing a safe and secure environment in which children can learn and socialize in compliance with school policies and procedures
2. Assisting with the planning, delivery and monitoring of age appropriate activities that engage children in all aspects of play, activities and conversation
3. Liaising with parents/carers on a daily basis and provide them with feedback when necessary
4. Preparing and serving healthy snacks with due regard to health and hygiene requirements including assisting children to select options.
5. Cleansing of the after school club equipment and area after use, ensuring equipment is appropriately stored
6. Delivering pupils into class and provide relevant information to school staff
7. Participating in regular meetings to address issues related to the out of school childcare provision
8. Such other responsibilities allocated which are appropriate to the grade of the post

Knowledge and Qualifications

Essential

Knowledge of:

- basic health and safety requirements
- food hygiene
- child protection

Experience of working with children that is recent and relevant

Qualifications:

- Level 2 Teaching Assistant/Early Years/Play work or equivalent
- Current Paediatric First Aid Certificate

Desirable

Knowledge of:

- child development and learning

Competencies

Communication	Expressing ideas and information clearly and in a way which helps people to understand the message.
Teamworking	Working with other Council employees to achieve results and develop good working relationships.
Dealing with customers/service users	Putting the customer/service user first and giving excellent service.
Being flexible	Adapting to change and working effectively in a variety of different situations.
Learning & developing	Actively improving yourself by developing new skills and knowledge, and learning from past experiences.
Making things happen	Organising yourself and taking responsibility for achieving results.