



JOB DESCRIPTION

Out of School Hours Assistant

Purpose of Job:

- To work under the direction of the Out of School Manager to provide high-quality childcare and development for children aged 4 –11 years, working as part of a team.

Main Duties

- To ensure the child's environment is safe, happy and supported.
- To work to policies and practices ensuring a good quality standard of care within Ofsted standards
- Supporting activities and programmes consistent with the child reflecting interests and stages of development
- To assist in the supervision of children at all times.
- Work as a member of a team and share with other members of the team relevant information
- To be able to work flexibly
- To reflect on your professional performance and to participate in training courses.
- Prepare balanced meals and snacks including fruit and vegetables in a kitchen environment that will be provided to the children
- To work within a fully inclusive service.
- To have an awareness of child protection issues and Special Educational Needs and report concerns to Out of School Manager or Headteacher.

General Requirements

- Attending and participating in training and development activities as required e.g. first aid training
- Being an effective role model for the standards of behaviour expected of pupils.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

- Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Treating pupils consistently with respect and consideration and being concerned with their development as learners.
- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
- Reflecting upon and seeking to improve personal practice.
- Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
- Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
- Building and maintaining successful relationships with pupils, parents/carers and staff.

Other

- The post holder must promote and safeguard the welfare of the children and young people that they are responsible for, and those they come into contact with.
- The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the Trust.
- The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Academy records and information.
- The post holder must carry out their duties with full regard to the Academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Academy Policies.
- The post holder must comply with the Academy's health and safety rules and regulations and with Health and Safety legislation.