Job Description - Out of School Club Assistant

Post	**Out of School Club Assistant**
Contract	Temporary (initially)
Salary	Grade 4
Overall Purpose	*To work under the guidance of the Out of School Manager to provide a safe, caring and stimulating play environment for children outside normal school hours.*
Responsible to	Day to day: Out of School Club Manager Overall: Deputy Headteacher
Main Duties	• Ensure a clean and safe environment • Make effective use of opportunities provided by play activities to support the development of children's skills and experiences • Help pupils to access learning activities through play • Provide food snacks, including breakfasts • Help maintain equipment and resources • Monitor and evaluate children's responses to activities through observation, evaluating and adjusting activities, as appropriate to meet the needs of the children
Play Environment	• Deliver and collect children safely, to and from the club base • Undertake games and activities with the children • Establish productive working relationships with children, acting as a role model, and setting high expectations for behaviour • Promote the inclusion and acceptance of all children • Support children consistently whilst recognising and responding to their individual needs • Encourage children to interact and play co-operatively with others and engage all children in activities • Promote independence and employ strategies to recognise and reward achievement and self-reliance • Deal with basic first aid and other health and hygiene requirements of children • Promote positive values, attitudes and good behaviour dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour
Support of Children	• Work with the manager to establish an appropriate play environment • Work within an established discipline policy to anticipate & manage behaviour constructively, promoting self-control and independence • Work with the Manager in planning, evaluating and adjusting play activities, as appropriate • Monitor and evaluate children's responses to activities through observation • Provide objective and accurate feedback, as required, to the Manager on children's involvement and behaviour in the club • Be responsible for keeping and updating records, as agreed with the Manager contributing to reviews of systems/records, as requested • Liaise sensitively and effectively with parent/carers, as agreed with the Manager, within your role/responsibility and participate in feedback sessions/meetings with parents as directed • Provide general clerical/admin support if required
Support for the Manager	• Be aware of, & comply with, policies & procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to play, learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies and professionals, in liaison with the Manager • Attend and participate in regular meetings to ensure the smooth running of the club • Work co-operatively and in partnership with staff across the school • Recognise own strengths and areas of expertise and use these to advise and support others • Supervise children on out of school activities, as required

	• Engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed
Support for the school	• Be aware of, & comply with, policies & procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person • Be aware of and support difference and ensure all pupils have equal access to opportunities to play, learn and develop • Contribute to the overall ethos/work/aims of the school • Establish constructive relationships and communicate with other agencies and professionals, in liaison with the Manager • Attend and participate in regular meetings to ensure the smooth running of the club • Work co-operatively and in partnership with staff across the school • Recognise own strengths and areas of expertise and use these to advise and support others • Supervise children on out of school activities, as required • Engage actively in Performance Management and Continuing Professional Development to ensure professional skills are kept up to date and developed

Signed _____ **Post Holder**

Signed _____ **Deputy Headteacher**

Date _____

The Job Description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Whilst every effort has been made to detail the main duties and responsibilities of the post each individual task and duty to be undertaken has not been identified. Employees will be expected to comply with any reasonable request from a Manager to undertake work of a similar level that is not specified within this job description.