

Job Description

Post Title:	Out of School Activities Assistant	Post No:	JD51
Department:	Directorate of Children & Young People Service	Grade:	BEX03
Responsible to:	Out of School Activities Leader		
Responsible for:	No Staff		
Functional links with:	Parents, Staff and LA Staff		

Main purpose of the job:

To contribute to the school's Wrap Around Childcare provision by assisting with the day-to-day organisation and running of the After School Club, providing a safe, fun, stimulating and welcoming environment for children during term time. To deliver quality, age-appropriate play opportunities and creative activities that support children's social and personal development, while maintaining effective communication with children, staff and parents.

Major Duties and Responsibilities:

1. Supervise and support children during indoor and outdoor play, ensuring their safety and wellbeing at all times
2. Work at all times with the guidance of The Children Act 1989 and implement safeguarding and health and safety policies and procedures
3. Inform the Out of School Activities Leader immediately of any child protection concerns
4. Manage pupils' behaviour positively and fairly, promoting the school's values and expectations
5. Assist the Out of School Activities Leader in planning and organising a programme of purposeful and stimulating activities that contribute to children's social and personal development
6. Deliver fun, creative activities appropriate for children's ages, promoting safe and inclusive participation
7. Play games with children and encourage positive social interactions, modelling the school's values and addressing concerns promptly
8. Lead in the development of independent social skills
9. Prepare and serve 'tea-time' snacks in accordance with food hygiene and allergy-awareness requirements
10. Set up and tidy resources and equipment before and after activities, ensuring all areas remain safe and hazard-free
11. Maintain high standards of cleanliness and hygiene throughout the club, including cleaning the club room and toys, and reporting any damages
12. Maintain child records and ensure confidentiality is maintained where appropriate
13. Communicate effectively with parents
14. Administer basic/paediatric first aid where appropriately trained
15. Assist with the specific medical/care needs of pupils when specific training has been undertaken
16. Participate in training as required to develop the full range of skills and knowledge for the post
17. Work in partnership with other Out of School Activities Leaders/Assistants to provide flexible cover when needed
18. Support the general development of the Wrap Around Childcare services in the school
19. Undertake other relevant duties as required commensurate with the level of responsibility of the post

Resources:

- Club equipment
- Data

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