

Job Description



Post Title:	Out of School Activities Assistant	Post No:	
Department:	Education	Grade:	BEX03
Responsible to:	Head Teacher		
Responsible for:	None		
Functional links with:	Pupils and Teaching Staff, Parents, Carers		

Main purpose of the job:

- To contribute to the school's Wrap Around Childcare provision by assisting with the preparation and day to day organization and running of sessional childcare activities for young children.
- To deliver a range of quality, purposeful and stimulating childcare and appropriate age-related play opportunities for children that attend the sessions.
- To provide healthy and nutritious snacks for club members.
- To support an environment which enables good communications, record keeping and information flow between the staff, parents and users of the service.
- Initiate and maintain effective working relationships with colleagues and children both individually and in groups.
- To follow school policy and procedures in all matters of reporting issues relating to behavior, health and safety and safeguarding.

Major Duties and Responsibilities:

1. To participate in the practical tasks associated with the preparation, organization and supervision of sessions for children.
2. To ensure that the activities taking place are contributing to the social and personal developments of the club members.
3. To be responsible for creating and maintaining a safe environment for young children. To work at all times with the guidance of The Children Act 1989 and inform the Out of School Activities Leader immediately of any child protection concerns or worries.
4. To exercise the duty of care to ensure the health and safety of children, staff involved in the session by following relevant policies and drawing matters to the attention of the Out of School Activities Leader.
5. To assist the OOSA Leader in contributing to the planning and organizing of a programme of purposeful and stimulating activities and events to develop the social and personal development of children.
6. To participate in training as required in order to develop the full range of skills and knowledge to satisfy the requirements of the post.
7. To work in partnership with other Out of School Activities Leader/Assistants to provide flexible cover in the event of sickness, absenteeism and holiday periods to ensure the smooth running and operation of the service.
8. To work towards supporting the general development of the Wrap Around Childcare services in the school.
9. Undertake other relevant duties as required by the school commensurate with the level of responsibility of the post holder.

Resources:

- Play equipment.
- Data.

Job Activities:

- To deliver a varied programme of high quality play opportunities in a safe and stimulating environment
- To be responsible for implementing safeguarding and health and safety policies and procedures
- To lead in the development of independent social skills
- To undertake duties such as preparing snacks, cleaning club room and toys, reporting any damages and tidying up etc.
- To communicate effectively with parents
- To administer basic/paediatric first aid where appropriately trained
- To assist in the specific medical/care needs of pupils when specific training has been undertaken
- To take care of their own and other people's health and safety
- To maintain child records
- To ensure confidentiality is maintained where appropriate
- To follow safeguarding policies and procedures at all times.

Signed by:	Post holder:	Date:
	Line Manager:	Date:
	Job Assessor: <i>(if required)</i>	Date:

Person Specification

	Essential	Desirable
Qualifications:	• Good numeracy/literacy skills	• First Aid Training • Food Hygiene Training
Experience:	• Working with or caring for children of a relevant age. • Supervision and support for children or a group of children ensuring their safety and wellbeing.	
Knowledge and Skills	• Ability to relate well to children and adults • Ability to keep records and undertake necessary administration • Ability to manage resources • Good communication skills (oral and written) • Good numeracy and literacy skills • Ability to maintain confidentiality • Basic knowledge of first aid/willingness to undertake first aid training • Ability to make effective use of ICT (e.g. Word, Excel) • Flexible attitude to work • Basic understanding of child development and learning. • Ability to self-evaluate learning needs, and actively seek learning activities • Work constructively as part of a team. • Understanding of roles and responsibilities and own position within these. • Understanding of relevant policies /code of practice and awareness of legislation. • Display commitment to protection and safeguarding of children and young people. • Establish productive working relationships with pupils and interact with them according to individual needs. • Promote the inclusion and acceptance of all pupils. • Work productively with other professionals, and school staff as necessary. • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary. • Ability to choose the right kind of vocabulary for the situation in hand without a great deal of hesitation. • Ability to listen to customers and understand their needs. • Ability to tailor your approach to each conversation to be appropriate to the customer, responding clearly with fine shades of meaning, even in complex situations.	