

**Care Club Assistant**

**Job Description**

**Valley Primary School**

**Reports to: Head Teacher**

**Start Date:**

|  |  |
| --- | --- |
| **The Role** | * To assist with the day-to-day organisation and running of the school’s After-School Care Club and to provide high standards of care and play opportunities for the pupils in a safe and secure environment. |
| **Specific Duties** | * To assist in the day-to-day management and organisation of the Breakfast and After-School Club. * Supervise and support the Care Club staff team to ensure high levels of service. * Have due regard for the promotion of safeguarding and welfare of pupils and staff in accordance with whole-school policies. * Create a stimulating, clean and safe environment including outdoor play environments. * Create weekly plans of play activities which are age-appropriate, varied and enjoyable for all pupils to support their overall development, skills and experiences. * Monitor and evaluate children’s responses to activities through observation, evaluating and seeking pupil voice adjusting activities accordingly to meet their emerging needs. * To liaise with parents to encourage involvement and support in the After-School Club. * To liaise with the school with regard to the needs of the pupils who attend the club. * Uphold and implement all policies and procedures for the Care Club in line with whole-school policy and procedures. * Maintain all records including attendance registers, accident and first aid forms relating to the management of After-School Club. * Assist with the management of pupil behaviour at Care Clubs. * To administer First Aid as appropriate. * To ensure the After-School Clubs runs within high standards of Health and Safety guidelines including the completion of all necessary risk assessments and the reporting of hazards and accidents. * Attend and participate in termly meeting with the Head Teacher and other relevant staff to ensure the smooth running of the Care Clubs. |
| **General Duties** | * Assist with the setting up and tidying away of resources at After-School Club each day. * Help to create a warm, welcoming and supportive environment for the pupils attending the club. * Support the aims and ethos of the school. * Set a good example in terms of punctuality, behaviour and attendance. * Build effective relationships with the wider school and local communities. * To undertake any other reasonable duties as directed by the Head Teacher in accordance with the annual development plans and objectives for the After-School Club. |



**Care Club Assistant**

**Person Specification**

**Reports to: Head Teacher**

**Start Date:**

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| Personal Qualities | * Empathy for children of the primary age range including those with special needs * Patience, understanding, caring, sense of humour * Willingness to contribute to the wider life of the school |  |
| Qualifications & Experience | * Experience of working with children in a similar * Experience of working with children with special educational needs | * Pediatric first aid or willingness to undertake training if required * Ability to lead planned activities within the school building and within the playground |
| Knowledge & Understanding | * An understanding of the varied needs of children as they develop socially. * A knowledge of behaviour management techniques that support the child within the setting |  |
| Skills | * Commitment to promoting equal opportunities and meeting individual needs * An understanding of safeguarding practices and procedures * Awareness of confidentiality * Ability to work as a part of a team * Ability to be flexible to meet children’s needs |  |
| Professional Development | Willingness to take part in apropriate training and personal professional development |  |