

**Care Club Assistant**

**Job Description**

**Valley Primary School**

**Reports to: Head Teacher**

**Start Date:**

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| **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.
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| **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.
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| **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.
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**Care Club Assistant**

**Person Specification**

**Reports to: Head Teacher**

**Start Date:**

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|  | 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
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| 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
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| 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
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| 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
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| Professional Development | Willingness to take part in apropriate training and personal professional development |  |