

Raglan Primary School (Mosaic Schools Learning Trust)



After School Club Assistant Job Description

Post: After School Club Assistant

Pay Scale: BR2

Responsible to: Club Leader

Main Purpose

Support the club leader in the day to day operation of the After School Club. To promote high-quality, child-centred play activities within a safe and secure environment.

Summary of Responsibilities and Duties

1. To contribute to the provision of a friendly, caring, safe and secure environment which takes as its starting point the needs of the child.
2. To participate in the organisation and evaluation of the After School Club which reflects fully children's diverse and individual needs.
3. To have a good understanding of the roles of play in child development and to be able to organise a programme of activities.
4. To promote equality of opportunity and anti-discriminatory practice through both the programming of activities and by acting as a positive role model to the children.
5. To work as directed by the leader and attend meetings as and when required by the Club Leader.
6. To maintain good working relationships with Premises officers and relevant site users.
7. To establish and maintain relationships with parents/cares providing them with information where appropriate.
8. To refer all enquiries, complaints etc. from scheme users and potential users to the Club Leaders.
9. To assist in the safety and security of the schemes environment, participate in the efficient implementation of the relevant emergency procedures including First Aid.
10. To ensure that procedures are completed in line with registration guidelines.
11. To protect children's rights, health, safety and wellbeing, to standards prescribed by OFSTED and current legislation such as Children Act and Health and Safety at Work.
12. To provide information for reports as and when required by the Club Leader.
13. Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department / Section.
14. Fully and positively participate in the school's performance appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

Equalities

- The Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Successful applicants are to undertake screening via a DBS disclosure application

This job description can be amended at any time following discussion between the Head Teacher and the member of staff.

Head Teacher signature: _____

Date: _____

Employee signature: _____

Date: _____