

## **JOB DESCRIPTION**

### **Job Title: Before School Care Assistant**

#### **Reports to: Headteacher**

#### **Job Summary**

To be a proactive member of a staff team who provides a safe, stimulating and inclusive environment. To offer full and practical support in the day to day running of the After School Club. The Assistant must be flexible and innovative in promoting the development, welfare and potential of all children.

To Support the supervisor in being responsible for the smooth running of the provision to meet the relevant legislation requirements. To support in being responsible for the safeguarding of all children.

#### **Main Duties and Responsibilities**

##### **Childcare**

- To collaborate with all staff to ensure that high quality childcare is provided.
- To support the supervisor in the planning and delivery of play opportunities are in a safe and caring environment.
- To help provide creative, age appropriate play opportunities, preparing activities, organising the programme.
- Be responsible for the safeguarding of all children in line with the school's policies & procedures, including reporting concerns.
- Adhere to the school's Staff Handbook.
- Be aware of children who have dietary or medical issues.
- Reward excellent behaviour, manners and politeness in line with the school's Behaviour Policy.
- Act as an excellent role model at all times.
- Promote the inclusion of all pupils.
- To help ensure the provision adheres to the EYFS requirements.
- To work creatively with the children encouraging them to express their views and take control of their own activities, promoting independence.
- To liaise with the school staff in developing and implementing systems to monitor and record day to day practises within the provision.
- To maintain confidentiality at all times whilst working within agreed policies including The Equality Duty and Data Protection Policy.
- To work closely with the management to build good relationships with other members of staff, ensuring an effective team approach.
- To participate in training and development programmes and share all information gained with staff to promote good practice and continued professional development of the team.
- To undertake such duties as may become necessary to ensure the successful running of the provision.

## **Communication**

- To help keep the channels open for effective communication for staff, children and their families.
- To promote good working relationships and teamwork within the provision and in dealing with parents, carers and the wider community.
- To liaise with parents/carers, schools and wider communities and encourage their involvement.
- To support the supervisor in consulting with the children and encourage involvement in the planning of day to day activities.

## **Management**

- To ensure all relative health and safety checks are carried out at all times as directed by the supervisor.
- Support the supervisor in ensuring that the club is within the regulations of Health & Safety at Work Act, and a clean and safe environment is maintained in order to safeguard the welfare of children, Staff and visitors

## **Administration**

- To support in ensuring a daily register is kept.
- To support in ensuring all signing in and out sheets are signed daily by parents.
- To support in ensuring all children's documentation is updated regularly.
- To liaise with the school's admin team regarding new memberships or and changes to memberships.
- Inform the supervisor of any resource/equipment needs.

This Job description is intended to be a broad outline of duties and is not intended to be exhaustive. The post holder will be expected to take on other duties and responsibilities commensurate with grade of the post as directed by the Headteacher.

