



JOB DESCRIPTION

Job Title:	After School Club Assistant
Salary:	TPAT Point 1
Responsible to:	Headteacher / Teaching Staff
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Parents/Carers

Main Purpose of the Job:

- To assist the play leaders in providing an enjoyable, caring, secure environment, through individual attention and group activities, and to organise an appropriate range of play activities for children between the ages of three and eleven.
- To work within the framework of the play-work principles.

Main Duties and Responsibilities:

- To ensure a high standard of physical, emotional, social and intellectual care for all children.
- To work as part of a team in order to provide an enabling environment in which all individual children can play, learn and develop and have fun.
- To provide safe, creative and appropriate play opportunities including preparing activities, organising programmes and arranging equipment.
- Ensure that all food is balanced and healthy in accordance with dietary requirements and cultural beliefs and children's preferences are taken seriously when menu planning.
- Ensure accidents and/or incidents are recorded appropriately and timely and that the play leaders are both aware of this occurrence and that one play leader has signed as a witness before the parent/carers are informed.
- To consult children with regard to the play programmes to ensure their voice is heard and the activities provided meet their needs and preference.
- To ensure that all activities are carried out within an equal opportunities framework.
- To provide an environment in which children can adapt their own play opportunities and lead their own development and interests.
- To encourage community-wide participation and activity planning and delivery.
- To help develop and maintain good working relationships and communication with parent/carers to encourage involvement and facilitate daily care routines.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust policies and procedures;
- To undertake mandatory training as required by the Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.