

## Job Description

**Job Title:** Extended Day Assistant (both Pre-Prep and Prep)

**Name:** .....

**School:** Salcombe Preparatory School

### Role Outline

#### Key Purpose of the Job

***To provide childcare, play and educational activities within the After School Club.***

#### Key Accountabilities

- To be responsible to the Head Teacher.
- To plan, provide and supervise a variety of appropriate activities for the age range.
- To build and maintain good relations with pupils, parents and teaching and non-teaching staff.
- To carry out day to day administration – e.g. maintain a register of the children attending each session, and to liaise with the Business team re attendance, membership etc.
- To be responsible for setting up and clearing away for each session.
- To be responsible for securing the premises on departure.
- To be familiar with and follow the schools policies and procedures.
- To act as a liaison between the school and parents.
- To participate in arrangements made for appraisal.
- To undertake additional duties as required by the Head Teacher.
- Passing on any parent queries/concerns to the school office
- The supervisor will not leave the premises until all the children are collected.

#### Safeguarding

*Salcombe Preparatory School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the DBS and a Disqualification by Association is a requirement.*

*The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children's Social care and/or the Local Authority Designated officer.*

Signed ..... (Post holder)

Signed ..... (Head)

Date .....