



## **AFTER SCHOOL CARE JOB DESCRIPTION**

**Responsible To: After School Care Manager (ASC)**  
**Hours of Work: 15 hours per week, 3.00pm – 6.00pm daily**  
**Term Time Only**

After School Care Assistants work to provide good quality play and educational provision for all children aged 2 – 11 at RGS The Grange once the formal school day has ended. They uphold the ethos and values of RGS The Grange, support colleagues, both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all time and After School Care Assistants must demonstrate judgement and integrity in confidential dealings with pupils, parents, and staff.

After School Care Assistants work a variety of contracted hours throughout the week, term time only but it is hoped that some flexibility will be exercised in respect of workings hours in the absence of colleagues. Care Assistants should also demonstrate a constructive and flexible approach to all aspects of their duties.

After School Care Assistants are important staff members of RGS The Grange and should help to foster a supportive and encouraging atmosphere in school which enables the pupils to learn and play contentedly.

### **Key Responsibilities**

1. Ensuring that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.
2. Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.

3. Ensuring that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
4. Maximising the learning value of the activities by planning and evaluating activities.
5. Contributing to the accountability of RGS The Grange through assisting in the maintenance of agreed records including registers and accident books.

## **Tasks**

*The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required*

1. Assist in the provision of a variety of age appropriate play opportunities for children.
2. Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepares for activities where necessary.
3. Evaluate events and activities and contribute to the development of ASC including making recommendations for change and development of the activities.
4. Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
5. Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Check that the premises, fences, gates, etc are secure, reporting defects promptly to Caretaker and/or ASC Co-ordinator.
6. Be aware of safeguarding children issues and the School's Safeguarding children policy, reporting areas of concern to the After School Care Co-ordinator.
7. Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people.

## **Person Specification**

Specific qualifications are not a prerequisite of the job but the post-holder will be expected to have:

- Would need to have Level 2 or 3 in Playwork, Childcare, or equivalent qualification or be willing to undergo training.

- An awareness of the need of children.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices.
- Understanding relevant administration procedures including children registration requirements.
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.
- A knowledge of basic record keeping and filing.

## **Experience**

Some experience of being involved in play or activities, whether in a paid or voluntary capacity in, for example, schools, nurseries, holiday play centres or other equivalent play setting. To include planning, organising and supervising activities.

## **Aptitudes**

To demonstrate the ability to :

- Work as part of a team, sharing working knowledge and skills
- Develop a range of play/learning related skills
- Work flexibility, able to rearrange work plans in relating to changing priorities
- Interact sensitively with other workers, children and parents
- Listen to understand the needs, aspirations and problem children
- Able to quickly assimilate new procedures and working methods
- Administer first aid and understand first line child protection with training

You will need to be patient, firm but fair and have a calm approach. After School Care Assistants need good communication skills at all levels in order to build relationships with children, parents and other members of school staff.

Experience of working with children is desirable and if candidates have either achieved or are working towards at least a relevant Level 3 NVQ (or equivalent) this would be beneficial.

Additional hours working in our Holiday Club may also be available.

Rate of pay: c£8.00 per hour dependent upon qualifications and experience.

### Other Benefits

- Membership of the school's private health scheme is offered on a pro-rata basis following an agreed probationary period. Membership of the scheme is available only for as long as the scheme operates.
- You are eligible to receive school fee remission at a rate of 33% at the prep schools (Year One and above) (RGS The Grange and RGS Springfield) and 50% at the Senior School (RGS Worcester) on a pro rata basis. There may also be the opportunity to use the School's Salary Sacrifice Scheme for payment of fees. School fee remission for this post is offered on a pro-rata basis.
- You will be provided with a uniform for both After School Care.

### Security

RGS Worcester is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post inducing checks with past employers and Disclosure and Barring Service.

Short-listed candidates will be invited for interview and will be asked to participate in an After School Care session as part of the interview process.

### **Application Procedure**

The completed application form may be sent to:

Email applications preferred to [vjk@rgsw.org.uk](mailto:vjk@rgsw.org.uk) or by post Mrs Vanessa Kay, School Business Manager, RGS The Grange, Grange Lane, Claines, Worcester, WR3 7RR.

The names, addresses, email addresses and telephone numbers of two referees (including current employer) should be provided.

All applications will be acknowledged and references will be sought on selection for interviews.

### **Interviews**

To be confirmed.

July 2018