

KINGS PRIORY SCHOOL OUT OF SCHOOL CLUB



Job Title: Out of School Club Assistant

Salary Scale: Scale 2

Responsible to: Out of Hours Manager

All staff of King's Priory School should:

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of in loco parentis and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.

Purpose:

To working with the team to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment. To create and develop a programme of age appropriate activities to meet the individual development needs of the children.

To ensure the safeguarding and welfare of the pupils in the club.

MAIN DUTIES:

- Work with the team to provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.
- Liaise with the Manager with regard to the needs of the children who attend the club.
- To safeguard children and ensure and promote their health and safety.
- To liaise with parents and bring any concerns to the attention of parents.
- To note any important information from parents and pass on to relevant professionals.
- Set up the area before children arrive and pack away at end of each session.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Meet and greet parents & children as they arrive: ensure a positive relationship with both.
- Monitor behaviour and ensure everybody is happy and content: any concerns should be shared with the relevant professionals.
- Ensure there is a good standard of behaviour in line with the school's behaviour policy.
- Communicate any relevant news or issues to others in the team.
- Report any concerns regarding safeguarding and welfare to the Manager.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's professional responsibilities.