



Job Description: Kim Club Play Assistant / Early Years Nursery Nurse /Teaching Assistant

The School:

Kimbolton School was founded in 1600 and currently educates approximately 970 children aged 4-18 in a co-educational, predominantly day environment (Monday to Saturday), although there are approximately 50 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 300 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Job Purpose:

Kim Club provides before and after-school care for children from Reception to Year 6. From 07.45 parents drop off their children and they are offered a breakfast. They then play until 08.30 when Lower Prep pupils (Years Rec, 1 and 2) are escorted to their classrooms and the older ones move to the Courtyard. The Club resumes at 16.05 for Lower Prep children. They are offered a light tea and can then choose activities such as arts and crafts, board games, films, reading, and supervised outdoor games. They are joined by older pupils at 17.00 and can remain in Kim Club until 18.00.

1. To assist the Kim Club* Supervisor with the smooth and reliable operation of the Before and After School Kim Club. You will encourage and support the Supervisor to provide a safe and stimulating environment for the children with creative and appropriate play opportunities.
2. Outside of the Club's opening times, you will provide general support to class teachers in the management of individual and groups of pupils and the classroom. Under the direct instruction of teaching staff to work with pupils in the classroom to assist with their learning and provide physical/general care.

Job Description:

Safeguarding	
1	To actively promote and support the safeguarding of children and young people in the workplace, ensuring School policies and procedures are observed at all times.
2	Place pupil welfare and effective safeguarding at the forefront of your practice.
3	Follow the School's policies for arrival and collection of pupils.
4	Comply with policies and procedures relating to child protection, health and safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
Playworker for the Kim Club	
1	To assist the Club Supervisor as appropriate to ensure the smooth and reliable operation of the Club.
2	To help to ensure that the arrival and departure of children is properly recorded and

	monitored.
3	To encourage and support a team of play leaders to provide a safe, stimulating environment for the children, with creative and appropriate play opportunities.
4	To be responsible, with other team members, for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials to the Club Supervisor.
Teaching and Learning	
1	Work alongside teaching staff to ensure pupil safety and welfare within the classroom. Promote good pupil behaviour, dealing promptly with incidents according to our behaviour policy.
2	Support and supervise pupils in small groups or individually to achieve their learning targets.
3	Collaborate with the teaching staff for the planning and evaluation of appropriate learning activities for groups of pupils or individual pupils.
4	Assist in the implementation of Individual Education Plans for pupils and help monitor their progress, including attending relevant meetings such as statutory reviews.
5	Provide support for individual pupils inside and outside the classroom to enable them to fully participate in activities.
6	Work with other professionals, such as speech therapists and occupational therapists, as necessary.
7	Assist class teachers with maintaining pupil records, including observations and assessments.
8	Support pupils with specific learning needs.
9	Liaise with and support parents/carers and other family members, as appropriate.
10	Prepare and routinely maintain classroom materials/resources/displays. Assist pupils in their use, clear up and display pupils' work.
Administrative Duties	
1	Support class teachers in photocopying and other administrative tasks in order to support teaching.
2	Undertake professional duties that may be reasonably assigned by the Lower Prep Coordinator.
Standards and Quality Assurance	
1	Support the aims and ethos of the school.
2	Set a good example in terms of dress, punctuality and attendance.
3	Attend team and staff meetings.
4	Be proactive in matters relating to health and safety.
5	Establish effective working relationships with pupils and other members of staff within the early years team & wider school staff.
6	Undertake relevant training.
Other Duties and Responsibilities	
1	Undertake supervisory duties inside/outside, including during the pupils' breaktime/lunchtime.
2	According to the child's age and individual needs, duties may include helping with toileting and changing as the need arises.
3	Teaching Assistants are assigned to a particular class for a particular academic year. However the school will deploy teaching assistants as the needs of the school dictate.

Qualifications and Skills:

Qualifications	
1	Completion of a recognised Level 3 Childcare qualification, eg Level 3 Diploma for the Children & Young People's Workforce, NVQ Level 3 in Children's Care, Learning and Development or equivalent.
2	Completion of a Safeguarding Awareness course.
3	Current Paediatric First Aid certificate.
4	Completion of other relevant course.
Skills, Aptitude, Knowledge and Experience	
1	Previous experience of caring for, or working with children across the EFYS and/or Key Stage 1/2
2	An understanding of the Early Learning Goals and EYFS curriculum.
3	A commitment to the provision of high quality childcare.
4	A positive approach to learning and gaining new skills through teamwork and training opportunities.
Personal Qualities	
1	Excellent organisational, record keeping and planning skills.
2	Punctual.
3	Excellent communication skills, with children, colleagues, advisors and parents/carers.
4	Patience.
5	Empathy with children, colleagues and parents/carers.
6	Reliable and trustworthy.
7	A positive approach to inclusive practice, with children and colleagues.
8	Enthusiasm for working with young children.

Terms & Conditions

Responsible to:	Deputy Head Academic
Hours of Work:	Position 1 – 7.30am to 1.00pm Monday to Friday. Position 2 – 12.30pm to 6.00pm Monday to Friday. Both these positions are to be worked on a job share basis and initially term time for 34 weeks. However, there is the potential to increase these working weeks in order to provide provision for holiday childcare.
Remuneration:	Pt 7 to Pt 14 dependent upon experience (from 01/09/2016 Pt 7 £13,982 to Pt 14 £17,237 per annum - pro rata). These amounts include holiday pay.
Pension:	The School offers a defined contribution pension scheme.
Referees:	The names and addresses of two professional referees are required. Referees will not be contacted without the permission of the applicant.

Notes:

The post holder is required to operate within school policies and procedures, including Health and Safety. Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at www.dbs.gov.uk. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy and Code of Conduct can be obtained from the school's website www.kimbolton.cambs.sch.uk.