

## Job Description

### Before and After School Club Assistant

#### **Purpose of Post**

- 1 To work as part of the Branston Little Pickles team within the Before and After School Club (Big Pickles) to provide safe, high quality education and care for young children
- 2 To work under the direction of the Before and After School Club Manager and to give support to other personnel within the Setting

#### **Key Areas**

- Work with Children from reception age to year 6 in Big Pickles.
- Prepare age appropriate activities for the children.
- Team Work.
- Liaise with Parents/carers.

#### **Hours of Work**

This role is for 23.5 hours per week within Big Pickles (Before and after school club). The hours of operation are:

- Monday – Thursday: 7:15am – 9:15am (before school) and 3:00pm – 6:00pm (after school)
- Friday: 7:15am – 9:15am and 3:00pm – 4:30pm

The setting only operates term time.

#### **Pay**

Starts at £6.83/hour depending on age and experience. Enquire upon application.

#### **Responsible to**

Before and After School Club Manager

## **Duties and Responsibilities**

1. To assist with the planning of activities for children by providing safe, creative and appropriate educational opportunities for children within an inclusive environment, preparing activities, organising programmes and arranging equipment.
2. To work with children with varied needs, liaise closely with parents/carers to ensure individual needs are met, and to be responsible for observations and record keeping relating to the progress and development of the children.
3. To encourage parental involvement and support through the development of effective working relationships
4. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the pre-school manager or deputy of any concerns over children, equipment etc.
5. To follow all school and Big Pickles policies, including those regarding safeguarding and confidentiality.
6. To ensure that the environment offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
7. Daily interaction with children in your care to provide range of stimulating activities to promote all areas of learning
8. Ensuring all children have equal access to opportunities to learn and develop
9. Working with range of people including committee members, school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements
10. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities, and toileting duties.
11. Significant elements of inside and outside work.
12. Understanding and being able to implement inclusive practices into the setting, to ensure all children have the opportunity to learn, interact and fulfil their potential.

13. Working with the pre-school and Before and After school club to establish an appropriate safe and secure learning environment.
14. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour
15. Having a positive approach to continuous professional development.
16. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are observed at all times.
17. To attend meetings where required for (team meetings or meetings in relation to multi-agency planning for the children)

**Person Specification**

**Pre-School Assistant**

|                     | Essential  | Desirable   |
|---------------------|--|---|
| Qualifications      | <ul style="list-style-type: none"><li>• GCSE level qualification.</li></ul>  | <ul style="list-style-type: none"><li>• Child care related courses and training at level 2 or above.</li></ul>  |
| Skills              | <ul style="list-style-type: none"><li>• Good written and verbal communication skills with children and adults.</li><li>• Ability to plan learning programmes tailored to the needs of the children.</li></ul>  | <ul style="list-style-type: none"><li>• Ability to reflect on learning and care needs in short and long-term planning for the children you support.</li></ul>                             |
| Experience          | <ul style="list-style-type: none"><li>• Experience of implementing a range of activities for children between reception age and year 6</li></ul>   | <ul style="list-style-type: none"><li>• Experience of multi-agency working.</li></ul>   |
| Knowledge           | <ul style="list-style-type: none"><li>• Knowledge of child development.</li><li>• Knowledge of health and safety requirements relevant to childcare settings.</li></ul>  | <ul style="list-style-type: none"><li>• Knowledge of policy and legislation relevant to the job role.</li><li>• Health and Safety certificate.</li><li>• First Aid Certificate.</li></ul> |
| Personal Attributes | <ul style="list-style-type: none"><li>• Inclusive, approachable and friendly.</li><li>• Ability to work as part of a team.</li><li>• Willingness to undertake further training and development appropriate to the role.</li><li>• Willingness to attend staff meetings outside normal hours.</li><li>• Reflective approach and commitment to personal development.</li></ul> |   |