

Job Title:	Breakfast / After-school Club Play Assistant
Service/School:	St John the Evangelist CE (VA) Primary School
Grade:	G4 SCP 04 - 05
Hours:	Breakfast 07.45am to 08.45am - 3 hours 15 minutes per week After School 3.15pm to 5.15pm - 10 hours per week
Job Type:	Permanent
Responsible to:	Breakfast/After-school Club Play Leader
Responsible for:	Pupils attending the sessions

MAIN PURPOSE OF THE JOB:

To supervise the children in play areas and throughout the before and after school provision to ensure the orderly conduct, welfare and safety of our children.

To assist in the planning, day-to-day organisation and operation of the club, providing high quality play opportunities and care for children in an inclusive environment, and in accordance with the school's ethos and procedures.

This post holder is responsible for ensuring that all Safeguarding Children policies are adhered to and concerns are raised in accordance with these policies. The Play Assistant will be expected to undertake safeguarding training, food hygiene and first aid training.

MAIN DUTIES:

- To assist the Play Leader in planning and provision of care and creative play opportunities in consultation with children, Play Leader and in accordance with Play work Principles and relevant childcare legislation.
- To ensure that children's individual needs are recognised, and to engage them in establishing and maintaining boundaries for their behaviour.
- To offer appropriate care and support to the children. To assist in supporting students and volunteers as required.
- To ensure that children remain within the permitted areas of the school and to intervene in any situation where the safety of a child may be at risk.
- To support the Leadership of the club whilst it is session
- To supervise the movement of children between classrooms, play and other areas of the school.
- To give comfort and support to individual children.
- To initiate and encourage positive play.
- To act as an ambassador for the school and maintain a positive image of its

aims and objectives.

- Observe all children in the supervision area(s) and, where necessary, instruct an individual child or children, to move to another area of the play areas, explaining the reason for this decision.
- To provide an enjoyable play experience for all children.
- To assist the Play Leader in ensuring that the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To assist in the handover/collection of children to/from other areas of the school, where applicable, and ensure their safe handover to parents/carers at the end of the day.
- To assist in the provision of food and drink, ensuring that it promotes healthy eating and complies with current school food guidelines and food safety legislation.
- To assist the Play Leader in carrying out day to day administration, record keeping and the purchase of materials and equipment, working within an agreed budget.
- To work as part of the whole school team and liaise with relevant school staff.
- To assist in the provision of evidence and information for the school's self-evaluation process.
- To assist in the monitoring and reporting on occupancy and contribute to the promotion of the provision.
- To ensure correct procedures are followed for the administration of first aid and medication.
- To participate in playwork and other relevant training and development activities, including local networking opportunities for out-of-school childcare providers.
- To assist in the establishment of constructive relationships and communications with parents/carers, other professionals, and childcare/play-related agencies.
- To assist in the development and review of policies, procedures, and good working practice, in consultation with other staff. To work within agreed policies and procedures.
- To undertake other duties, appropriate to the grade, as may reasonably be required by the headteacher.

Safeguarding

- To work within the school's safeguarding policies and procedures at all times.

- Adhere to the statutory guidance Keeping Children Safe in Education (KCSIE) and Working Together to Safeguard Children.
- Be responsible for providing a safe environment for children.
- To act as a Deputy Designated Safeguarding Lead.
- To report any concerns raised through working with children or families following school policy.
- Be prepared to identify children who may benefit from Early Help and liaise with colleagues to secure support for children and families
- To support, where appropriate, the delivery of actions resulting from any records of concerns or external agency referrals.
- Share information with relevant colleagues and external professionals in the best interests of the child.

Health and Safety

- Take reasonable care for your own health and safety, and that of others affected by what you do, or do not do.
- Co-operate on all issues involving health and safety.
- Use work items provided for you correctly, in accordance with training and instructions.
- Do not interfere with or misuse anything provided for your health, safety or welfare.
- Report any health and safety concerns to your line manager as soon as practicable.

ST JOHN THE EVANGELIST CE (VA) PRIMARY SCHOOL

SELECTION CRITERIA

Job Title: Breakfast / After-school Club Play Assistant

ESSENTIAL CRITERIA

Educational achievements, Qualifications, Training and Knowledge:

- Current appropriate first aid certificate or a commitment to complete this within 3 months of recruitment.
- Food safety/hygiene qualification at Level 2 a commitment to complete this within 3 months of recruitment.
- Training in safeguarding children at 'Generalist' level, as defined by the Oxfordshire Safeguarding Children Board, or a commitment to complete this within 3 months of recruitment.

Experience:

- Experience of working with children across the primary age range in a school setting.
- Experience of working with children and providing high quality play opportunities that meet their developmental needs.
- Experience of working with pupils with Special Educational Needs.
- Experience of managing challenging behaviour in work with children.
- Experience of working as part of a team.

Job related aptitude and skills for this post:

- Effective communication skills, with the ability to inform, inspire and motivate children and staff, and provide oral/written feedback to school, professionals and parents/carers.
- Ability to put knowledge of legal requirements into practice in the club.
- Ability to use own initiative, problem-solve and make efficient use of resources.
- Relevant management and organisation skills, including using ICT where appropriate.
- Ability to assist in advising parents/carers on sources of financial support for childcare.
- Understanding of what constitutes high quality childcare and commitment to provide this.
- Ability to ensure that the rights of children and adults are respected and promoted, and that discriminatory attitudes, behaviour or practices are challenged.
- Ability to follow the school behaviour policy and uphold the schools' values and ethos.

Personal qualities:

- Commitment to own professional development and that of colleagues.
- Ability to maintain confidentiality.
- Ability to work collaboratively with colleagues and the wider school staff.

Special requirements:

- Satisfactory enhanced Disclosure Barring Service (DBS) check.
- Ability to occasionally attend meetings/events outside normal hours of work for this post.

Physical:

- Ability to move equipment/small items of furniture when setting-up/clearing play area.

Equal opportunities:

- Commitment to, and understanding of, the principles of equal opportunities for all, in employment and the delivery of services.