

Job Description – After School Clubs Support Worker

Purpose of the job:

- To support the day to day organisation and provision of After School Clubs at The South Downs Special School and Hazel Court Special School.
- To ensure high standards of care, learning and play/leisure opportunities for children and young people between the ages of 5 and 19 years old in a safe and secure environment.
- To maintain a safe and stimulating environment which will facilitate the development of the children's / young people's social, physical, intellectual, creative and emotional learning and wellbeing.
- To be responsible to the club manager and senior leadership teams in the schools.

Duties

- Provide a safe and stimulating learning environment
- Assist with the planning, preparing and delivery of a range of activities, which meet children / young people's individual developmental needs.
- Promote the well-being of all children / young people registered with the club
- Supervise the preparation and service of any drinks and snacks.
- Follow guidelines and procedures for Safeguarding in accordance with The Southfield Trust's policies & procedures.
- Liaise with parents / carers to encourage parental involvement and support of the After School Club.
- Register children on arrival and ensure that they are safely collected at the end of the club.
- Deliver activities which encourage imagination, independence and the development of social skills.
- Support those children and young people attending the club who require assistance with their toileting and personal care needs, where appropriate.
- Complete relevant childcare paperwork and documentation in line with various procedures and work practice, including health and safety checklists, daily debrief sheets and child observations.
- Be highly vigilant and observant particularly in relation to safety, behaviour management and safeguarding; record and report any concerns or issues immediately.
- Work professionally as part of a team to ensure high standards of hygiene, cleanliness and health and safety are adhered to daily.

As a site lead, to ensure that other staff adhere to all of the above, and take additional responsibility for staff and club participants in the absence of the clubs manager.

Person Specification – After School Clubs Support Worker

Attribute / Experience / Knowledge / Skill	Desirable	Essential
Experience of work in a childcare or school setting.		X
Interest in the learning and social / emotional needs of children and young people aged between 5 and 9 years of age.		X
Awareness of what constitutes 'good quality after school club provision	X	
Willingness to undertake training, e.g. the development of play/leisure skills.		X
Commitment to working within an equal opportunities framework.		X
Experience of working as part of a team.	X	
Understanding of safeguarding requirements and practice in a school context.	X	
Understanding of health and safety issues that affect the day to day running of childcare services, and/or a willingness to learn more about this area		X
Ability to understand and meet children's individual learning and well-being needs.	X	
Ability to provide warm and consistent care to all children attending the scheme.		X