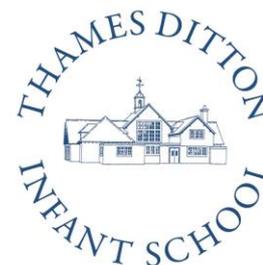


Job Description:
Play Assistant – Before and After School

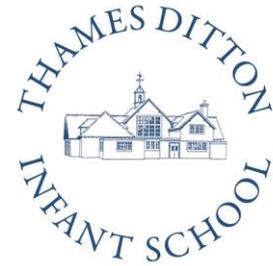


Job Family Code	3CLES	Reports to	Before and After School Managers
		School	Thames Ditton Infant School
Grade JE Band	PS3 114-134	Service	Wraparound Care
		Date Created	Nov-23
Role Purpose	<p>To actively work and participate under the direction of the Before and After School Managers to provide exciting opportunities for children to relax, play and learn.</p> <p>Key deliverables include assisting the Manager with:</p> <ul style="list-style-type: none"> • planning and implementation of the daily activities ensuring that children's needs are met • providing a safe, creative and appropriate play opportunities • ensuring that all relevant records are maintained • ensuring that food provision is carried out within the statutory guidelines 		
Representative Accountabilities	<p>Support delivery</p> <ul style="list-style-type: none"> • Deliver 1-1 and/or group support / intervention and monitor pupil performance, including those who have physical, emotional or educational needs, under the direction of senior staff. • Use of relevant tools/equipment. • Carry out routine tasks to organise and maintain the learning environment. • Ensure all wellbeing, behaviour and personal development of pupils. • May carry out personal care routines as appropriate. • Maybe required to respond to pupils' needs in routine, pre-agreed tasks (including routine medical needs). <p>Planning & Organising</p> <ul style="list-style-type: none"> • Take ownership of set tasks within the provision. • Ensure materials and equipment are available as and when required. • Maybe required to contribute with activity planning. <p>Analysis, Reporting and Documentation</p> <ul style="list-style-type: none"> • May need to make records of activities/observations for further submission to Manager as per instructions. <p>Work with others</p> <ul style="list-style-type: none"> • Respond to individual needs and/or answer simple queries politely and ask for assistance where necessary. • Report any concerns, problems or incidents, e.g. safeguarding, behaviour, breakdowns, deficiencies, in accordance with relevant reporting procedures. 		

- Liaise with parents, visitors, and contractors in a courteous manner, to promote a positive image of the site.

General Duties

- Values: To uphold the values and behaviours of the school
- Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity
- Health, Safety & Welfare: To work alongside colleagues in the maintenance of a safe working environment reporting incidents, accidents, repairs and maintenance promptly and taking appropriate action as required. Adherence to safe working under the health and safety policy is required.
- Contribute to and influence children's learning and personal development.
- To have regard to and comply with safeguarding policy and procedures.



**Person Specification:
Before and After School Club Manager**

		Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Basic numeracy and literacy e.g through GCSE qualification in English and Maths or equivalent, or able to evidence ability at an equivalent level. • Basic understanding of Health and Safety regulations, procedures and the principles of equality and diversity. • An understanding of Safeguarding • Willingness to undertake relevant training 	<p style="text-align: center;">X</p> <p style="text-align: center;">X X</p>	 <p style="text-align: center;">X</p>
Experience	<ul style="list-style-type: none"> • Experience working with 4 -7 year olds 		X
Skills and Knowledge	<ul style="list-style-type: none"> • Basic IT Skills • Ability to operate basic equipment • Ability to fulfil all spoken, written and comprehension aspects of the role with confidence through the medium of English in all public facing roles 	<p style="text-align: center;">X X X</p>	
Personal Qualities	<ul style="list-style-type: none"> • Good listening skills and enthusiasm to learn. • Accuracy and ability to follow instructions. • Reliable. • Good timekeeping. 	<p style="text-align: center;">X X X X</p>	