

JOB DESCRIPTION

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| LOCATION: | St Luke's C E Primary School Safe and Sound Afterschool Club |
| JOB TITLE: | Childcare Assistant |
| JOB PURPOSE: | <p>To provide high quality provision working 1:1 with a child with SEN needs, in line with current legislation and local initiatives</p> <p>The post holder will act as a key worker for the child, and will be responsible for working in partnership with the parents/carers</p> <p>To deliver a range of learning activities for the child, under Ofsted's Childcare requirements</p> |
| LINE MANAGER: | Business Manager/Headteacher |
| RESPONSIBLE FOR: | The delivery of a range of learning activities for children, under the EYFS and Ofsted frameworks |
| LIASING WITH: | Early Years and Childcare Practitioners, school staff, parents/carers and other professionals |
| SALARY SCALE: | G4 £ |
| WORKING TIME: | 9 hours per week, term time only. Working pattern: Monday, Tuesday, Thursday and Friday 3:15pm to 5:30pm |
| DBS: | Enhanced |

Support for the pupil/pupils

To provide care and supervision of the child/children at all times, responding to their individual/special needs and ensuring safety and access to play/activities and safeguarding their health and wellbeing.

To plan, manage and prepare resources to support the child's/childrens intellectual, physical, social, language development.

To maintain good order and keep all children safe.

To provide personal care and respond to hygiene needs when required.

To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity.

To establish constructive relationships with all children, interacting with them according to their individual needs.

To monitor the child's/childrens responses to learning activities, record progress and achievement, update records and to provide general clerical support as directed.

To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy.

To promote inclusion and acceptance of all children.

To administer first aid and medication, as required, in line with school policy and personal healthcare plans.

Support for School and School Leadership

To work in partnership with parents/carers, school staff and other professionals.

Administration

To ensure that all registration, parental consents and children's personal details form are complete and up to date.

To maintain event logs and records specific to the child.

Safeguarding

To comply with policies and procedures relating to safeguarding, health and safety, administration of medication, lone working, intimate care, social media, confidentiality and data protection, reporting any concerns to the Headteacher and to complete all necessary paperwork as necessary.

Declaring to the Headteacher, immediately, any changes in personal circumstances that may compromise the safeguarding of all children, staff and other stakeholders in the school.

To adhere to all current legislation and guidelines.

To report any disclosures, concerns or risks to the Headteacher, or their deputy designated safeguarding lead, immediately.

To undertake training on all areas within your area of work, as required.

To participate in the school's staff suitability checking programme, including periodic requests for enhanced DBS checks or whatever statutory checks are required throughout the period of employment.

Not to identify or comment on the school or its pupils on personal social media sites.

Health and Safety

To undertake Health and Safety Training on areas within the designated work area.

To comply with the school's health and safety policy and current legislation relating to it.

To record all entry to and exit from the building on the electronic staff register.

To wear the issued staff identification badge at all times during the school day.

Other Specific Duties

To work to the Government Legislation relating to the DfE National Curriculum (or its successor), where applicable.

To participate in the staff review and appraisal process.

To carry out the duties in the most effective, efficient and economic manner available.

To continue personal development in the relevant area.

To assist in other appropriate activities for the benefit of the school, as determined by the Headteacher.

Signed

Signed S Hardaker - Headteacher

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