

Job Description

Post Title:	Out of School Activities Assistant	Post No:	JD51
Department:	Directorate of Children & Young People Service	Grade:	BEXLEY03
Responsible to:	Out of School Activities Leader		
Responsible for:	No Staff		
Functional links with:	Parents, Teaching Staff, Support Staff and LA Staff		

Main purpose of the job:

- To assist with the preparation and day to day organisation and running of a range of purposeful and stimulation activities events. To support the Schools Early Years Development and Childcare Unit develop and provide quality services, which meet the physical, cultural, intellectual and psychological needs of the children who attend.

Major Duties and Responsibilities:

1. To participate in the practical tasks associated with the preparation, organisation and supervision of sessions for all children. Either during school time or before and/or after school clubs.
2. To take action necessary to ensure the health and safety of children, staff involved in the session and other Centre users, drawing matters to the attention of the Out of School Activities Leader as appropriate.
3. To work at all times to the requirements under the 1989 Children Act and inform the Out of School Activities Leader immediately of any child protection concerns or worries.
4. To use acquired skills/expertise in caring for children who may present with challenging behaviour or other anti social traits in an appropriate manner.
5. To attend and participate in relevant training as identified by the Out of School Activities Leader, the Senior Management of the school and/or Play Learning and Development Services Manager.
6. To work towards supporting the general development of play services in the School.
7. To undertake an induction at the appropriate centre to ensure the smooth running of various play schemes.

Resources:

- None

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Job Activities:

- Awareness and commitment to work within various policies and legislation.
- Supervise and manage groups of children in various activities.
- Assist in the preparation and organisation of sessions either during school time or before/after school time.
- Support the Out of Schools Leader in the development of the service.

Signed by:	Post holder:	Date:
	Line Manager:	Date:
	Job Assessor: <i>(if required)</i>	Date: