



HIGHGATE

PRIMARY SCHOOL

Job Description

POST TITLE: After-School Club Assistant

GRADE: NJC (Outer London Rate) Scale 4 SP 18-22 (£10,660 pa)

PURPOSE: We offer high quality sport, art activities and games, and a homework club. We serve a snack and a drink to all those that attend. We are keen to develop our clubs' provision for sport and physical development.

To assist at our after school club under the supervision of the Team Leader, ensuring the delivery of a high quality play and childcare service for children from 4 to 11 years old.

To work from 2.30 to 6.30pm, Monday to Friday. (20 hours per week).

To be responsible for developing age-appropriate physical activity and sport.

To be responsive to the needs of children and parents and to support our partnership with families, extended school and community services.

To support the development and delivery of an inclusive play and childcare service which meets the needs of children with disabilities and children with additional needs.

To support the development and delivery of an inspiring and stimulating activity programme, appropriate to children's ages and stages of development.



Headteacher: William Dean Highgate Primary School, Storey Road, London N6 4ED

tel: 020 8340 7023 | fax: 020 8341 6266 | www.highgateprimaryschool.co.uk | office@highgate-pri.haringey.sch.uk

LINE MANAGER: Night Owls Team Leader

Duties and Responsibilities

1. To assist all aspects of delivering a high quality after school club, meeting the play and care needs of children and their Parents.
2. To assist in developing and managing an inspirational programme of sporting activities which supports children's play, care and informal learning needs.
3. To ensure that all statutory requirements are met.
4. To act in accordance with safeguarding policy and procedures.
5. To support children's involvement in shaping Night Owls and communicate the views of children and parents to the Team Leader.
6. To undertake other duties consistent with the basic objectives of the post.
7. To exercise responsibility under the Health and Safety at Work Act as set down by the school and local authority, including food hygiene.
8. To uphold and further the school and local authority equal opportunity policies and to deliver services which meet the needs of the diverse local community, that are fair and without discrimination.
9. To be aware of and act in accordance with school's policies and procedures.



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Qualifications

- Minimum required is a Level 2 NVQ qualification in Childcare or Play work or other relevant professional qualification.
- Evidence of continuing professional development in childcare, play or out of school services.

Experience

- Working with children in a play, childcare or out of school setting.
- Implementing sporting and physical play provision for Primary age children.
- Developing partnership with parents.
- Involving children in shaping services and making decisions.
- Deputising or acting in a management role in a play, childcare or extended services setting.
- Working in partnership with other agencies.

Knowledge

- Knowledge and understanding of age appropriate stage of development.
- Current policy discussion and trends in children and family services.
- Knowledge and understanding of the Children's Plan and Childcare Act 2006; safeguarding children; special needs.
- Equal opportunities issues.
- Health and Safety and food hygiene legislation.
- First Aid.

Skills/Competencies

- Ability to work as part of a multi-disciplinary team.
- Ability to deputise in leading a small team.
- Excellent communication and interaction skills with children and parents.
- Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.
- Ability to take the initiative and have an open and flexible attitude.
- Ability to form positive relationships with children, parents and team members.
- Ability to manage behaviour positively, with confidence.
- Excellent communication and interaction skills with children and parents.
- Ability to create an inspirational and stimulating child-centred play and care environment.
- Ability to demonstrate impact on provision following training undertaken.
- Excellent record of punctuality and attendance.
- A commitment to children having equal access to the play provision.
- A commitment to the school's ethos.

