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**After School Care Assistant**

**Job Description**

**Post Title**: After School Care Assistant – Pre-Prep

**Working Pattern**: The working hours are Mon-Fri 15:00 – 17:30, term time only. Overtime, as agreed in advance with the School will be paid at normal rate.

**Hours:** Term time only, 12.5hrs a week. All holidays must be taken during the School Holidays, unless authorised by the Bursar.

**Location**: Orley Farm School and other sites as required for the execution of duties.

**Responsible to**: Head of Pre-Prep

**Post Objective**: To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children’s social, physical, intellectual, creative and emotional development through play.

**Other Considerations:** You will be expected to observe and ensure safe working practices in carrying out the required duties and ensure that instructions are adhered to.

**Duties and Responsibilities**

**General Responsibilities:**

* Work closely with the other after school care assistants.
* Maintain the discipline and standards of the school.
* Communicate effectively with pupils, colleagues and parents.
* Encourage pupil’s development of independent learning skills.
* To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 4-7 years of age.
* Be aware of current school policies and ensure their implementation.
* To assist with the planning, preparing and delivery of activities, which meet children’s individual developmental needs.
* Be familiar with First Aid procedures.
* To keep things safe and reasonably tidy and pleasant for children to play.

**Person Specification -** The After School Care Assistant will require the following characteristics:

* A relevant NVQ 3 or equivalent qualification.
* Experience of working with children aged 4-7 and an understanding of play and child development and the ability to meet the children’s individual needs.
* Demonstrate a wide range of practical play and work skills.
* Ability to provide warm and consistent care to all children.
* Willingness to undertake training when required.
* Experience of working as part of a team.
* Understanding health and safety issues that affect the day to day running of Late Class.

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school’s child protection officer or to the Head (if different).

This Job Description is subject to review in line with appraisal.