

Kings Priory School

Job Description

Post:	OOSC Assistant
Salary:	Grade C Salary point 3-6 £24,796-25,989 pro rata, per annum (£12.85-£13.47 per hour)
Hours:	22.5 hours per week during term time plus holiday club periods.
Responsible to:	Out of School Club Manager

JOB PURPOSE:

To work as part of a team to provide care, play opportunities and activities in a homely, nurturing and safe environment with regard to the individual development needs of the children in the care at Out of School Club

Duties

- To take the role of a key worker for a year group of children.
- To be responsible for planning and preparation of activities and to lead a group of children in a varied activity such as sport and creative.
- Liaise with the Manager with regard to the needs of the children who attend the club.
- To liaise with parents and bring any concerns to the attention of parents.
- To note any important information from parents and pass on to relevant professionals.
- Organise the space and resources to create a welcoming, relaxed and informal environment.
- Share ideas and where required implement ideas for new activities.
- Support the team to produce new displays and ensure they are up to date.
- Monitor levels of stationary and resource and inform the appropriate staff member of what is required.
- Meet and greet parents & children as they arrive: ensure a positive relationship with both.
- Through training understand the needs of children in our care and the procedures we follow. This will include additional needs, dietary requirements and allergens.
- Monitor behaviour and ensure everybody is happy and content: any concerns should be shared with the relevant professionals.
- Follow the Out of School Club Behaviour policy and ensure any unacceptable behaviour is dealt with in line with policy and procedure.
- Communicate any relevant news or issues to others in the team.
- Deal with any immediate problems or emergencies according to the school's policies and procedures.

All staff of Kings Priory School should:

1. Promote and support the distinctive Christian character of the School as demonstrated through its ethos and worship, service to the community, promotion of spiritual and moral values and its commitment to community cohesion.
2. Understand the concept of *in loco parentis* and be concerned for the development and well-being of each student as a whole person through pastoral and spiritual leadership.
3. Contribute to the whole professional life of the School which has successful teaching and learning as its core purpose supported by all staff contributing to Woodard's commitment to each student gaining meaningful enriching experiences.