



## Job Description

<b>Post</b>	Out of School Club Assistant
<b>Details: grade, hours, duration, location</b>	NJC Grade A1/B1, SCP 3-6 Fixed Term until August 2026, Term Time only Based at St Mary's Catholic Primary School, Knaresborough
<b>Responsible to</b>	Out of School Club Supervisor
<b>Purpose of the Post</b>	Providing an entertaining and engaging weekday before and after school session for children in both key stages 1 and 2
<b>Main duties and responsibilities</b>	<ul style="list-style-type: none"><li>Interact, engage and play with children, inspiring and extending their thinking. Offer constructive and sensitive feedback to help children recognise what they have achieved and think about what they might do next.</li><li>Plan and provide safe, appropriate experiences and opportunities indoors and outdoors which enable children to develop and learn.</li><li>Establish and sustain a safe, welcoming, stimulating and encouraging environment where children feel confident, secure and inspired.</li><li>Use observation and other strategies to monitor children's activity, development and progress systematically and carefully, and use this information to plan, reflect and improve practice and provision.</li><li>Select, prepare and use a range of resources suitable for children's ages, interests and abilities, taking account of diversity and promoting equality and inclusion.</li><li>Actively support the development of children's language and communication skills through your daily interactions and planned support strategies.</li><li>Promote positive behaviour, self-control and independence through using effective behaviour management strategies and developing children's social, emotional and behavioural skills.</li><li>Promote children's rights, equality, inclusion and anti-discriminatory practice in all aspects of the setting.</li><li>Safeguard children by recognising when a child is in danger or at risk of harm and know how to act to protect them.</li><li>Be aware of child protection issues and comply with the current Safeguarding Children policy and procedures at all times.</li><li>Participate in professional development and training</li><li>Support the children at snack time; serve food, milk, drink encouraging good nutrition and sociable eating</li><li>Assist children with personal care as necessary and other associated welfare duties.</li><li>Assist in setting up the environment influencing by your planning to support the needs of your key children.</li><li>Be familiar with the policies and procedures of the school, adhering to them at all times</li><li>Display exemplary practice at all times</li></ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"><li>Establish fair, respectful, trusting and supportive relationships with children, their families and your colleagues communicating sensitively and effectively.</li><li>Support our culture of listening to children, paying attention to what they say and valuing and respecting their views.</li></ul>



	<ul style="list-style-type: none"><li>• Role model the positive values, attitudes and behaviour which the setting expects from the children.</li><li>• Contribute to our team administrative tasks such as IEP (Individual Educational Plan), children's progress records, termly and summative transition reports etc. This list of duties is not intended to be exclusive or exhaustive, but indicates the main areas of work and may be subject to change after consultation with the post holder to meet the changing needs of the job.</li></ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"><li>• Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li></ul>
<b>Equalities</b>	<ul style="list-style-type: none"><li>• Ensure services are delivered in accordance with the aims of the equality Policy Statement</li><li>• Develop understanding of equality issues</li></ul> <p><b><i>To be fully aware of and understand the duties and responsibilities with regards to child protection and safeguarding in St Mary's Knaresborough and attend appropriate whole school staff training as and when required.</i></b></p>
<p><b><i>VARIATION IN ROLE</i></b></p> <p>Given the dynamic nature of the role and structure of the school, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.</p>	