



WISE  
ACADEMIES  
We Inspire Success and Excellence

## Job Description

**Job Title:** After School Club Worker

**Grade:** SCP 5 - 6

**Responsible to:** After school club leader

**HOURS & CONDITIONS OF SERVICE:** As required/negotiated within the club opening hours which are Monday – Friday, 3.15 – 6.00 pm. Term time only.

### Job Purpose

To work as part of the after school club team under the direction of the after school leader to provide safe, high quality after school care and activities for the children attending the setting, and to maintain a stimulating and enjoyable environment.

### Main Responsibilities

- To work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills.
- To assist in the planning, preparation and provision of care and play opportunities appropriate to the needs, interests and developmental stage of each individual child. These must also meet EYFS outcomes and fit within the guidance of school policies and procedures.
- To consult with team members, children and parents and be involved with the planning of activities and snacks.
- To provide support and supervision as appropriate to the children's needs.
- To implement systems of observations and record keeping as directed by the after school leader so that children's progress and achievements are effectively and regularly assessed.
- To assist the after school leader to ensure that refreshments are provided that meet the required standards of hygiene, health and safety.
- To help set up and tidy away the after school club resources as required. To ensure all toys and equipment are clean and safe at all times.
- To encourage parental involvement and support for the club. To exchange information regularly re. activities and child's progress.
- To advise the club leader of any concerns e.g. over children, child protection, parents/carers or the safety of equipment, preserving confidentiality etc. as necessary.
- To maintain complete confidentiality regarding any information gained within the job role. This includes information about the children, their families or other staff.

## **General**

- To undertake and contribute to the effective safeguarding of children and young people in accordance with academy policy and procedure.
- To carry out duties in accordance with full regard to the Trust and the academy's policies and procedures.
- To undertake training or personal developments appropriate to your post as identified by your line manager.
- Being an effective role model for the standards of behaviour expected of children.
- The post-holder is required to respect the confidentiality of matters relating to learners and other members of staff. The post holder must be aware of and comply with the requirements of the General Data Protection Regulations.
- The post holder must comply with the Academy's Health and Safety policies and procedures
- The post holder is required to undertake any training or CPD necessary or appropriate for the effective discharge of their responsibilities.
- The post-holder will comply with WISE Academies' policies on equality in all areas of activity.
- An ability and willingness to work in other locations within the Trust if required.
- To attend staff meetings and undertake statutory training as required and additional training as agreed to ensure best practice is maintained.
- To undertake such other reasonable duties as may be reasonably required within the Academy.