



Job Description

POST TITLE: Supervision Out of School Assistant

REPORTS TO: Senior Leadership Team

Trust Ethos and Mission statement

All members of the team employed by the Academies for Character and Excellence support and promote the Trusts' mission and vision and promotes character education which is a values led approach. Our Trust values and ethos enable us to fulfil our mission of transformation through making a positive difference to ourselves, others and the world around us

MAIN PURPOSE OF THE POST:

To assist with the day-to-day responsibility of the children in our care. To assist with the day to day organisation of the club.

SUMMARY OF RESPONSIBILITIES AND DUTIES

KEY AREAS:

- To provide care for children of school age in an before/after school club setting.
- To support parents and carers with a smooth transition from home to the school setting, school to the setting and later to home.
- To take part in the daily registration of children and contribute to the safety and accountability of the children at all times.
- To help prepare snacks for the children and supervise.
- To contribute ideas and help with the planning of creative play opportunities suitable for children of differing ages, gender, abilities, and culture.
- Encourage the children to join in fun and active start to their days.

- To ensure that equipment is clean safe and in good working order at all times.
- Build a good rapport with team members, children and parents and carers.
- Carry out responsibilities in an equal opportunities framework.
- To work within agreed policies.
- To work in accordance with requirements of the Children's Act 2004 and all other relevant legislation.
- To undertake training as appropriate to post.

Health and Safety

- As an employee of the Academies for Character and Excellence, you have a responsibility to prioritise the health and safety of yourself, your colleagues, and any individuals who may be affected by your work activities. In accordance with our commitment to maintaining a safe and healthy work environment, you are required to adhere to the Trusts health and safety responsibilities.

Whole school commitment

- To demonstrate a commitment to the full life of the school and to work with all members of the team to ensure the success of the whole school and the Trust
- To be supportive of the school's and Trusts extra-curricular activities
- To take an active part in the school and Trusts involvement with the wider community
- To ensure the children's safety at all times