

The Learning for Life Partnership

JOB DESCRIPTION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, we will be required to the DBS (Disclosure & Barring Service) which was formerly known as Criminal Records Bureau for an enhanced 'disclosure'.

JOB TITLE: Level 2 Classroom Assistant / Out of School Club Playworker

EVALUATION REFERENCE: LFLPCAPWA02

GRADE: Apprentice Rate

REPORTS TO: Head Teacher / Out of School Club Manager

JOB PURPOSE

To work as an effective member of staff in both the classroom and out of school club delivering a high quality, inclusive play and care centred service that meets the needs of children, young people and their families in line with the school's policies and procedures, the National Standards for Out of School Care and statutory guidance on Safeguarding Children.

PRINCIPAL RESPONSIBILITIES

- 1 Supervise children and young people and prepare creative and appropriate play opportunities for them.
- 2 Check that play materials and equipment are used and stored correctly and report any worn or damaged equipment to the teacher or club manager.
- 3 Under the direct supervision of the teacher or club manager, assist individual or groups of pupils and ensure their safety and wellbeing.
- 4 Attend to the personal, social and physical needs of pupils including washing, toileting, assisting with feeding, dressing and undressing pupils.
- 5 Assist in assuring the safety of all children in the event of a fire, fire drill or other emergency and, if qualified, administer first aid when necessary.
- 6 Clean and tidy the classroom / play area at the end of each session.
- 7 Record and report any concerns relating to child protection in line with Local Safeguarding Children Board procedures.
- 8 Ensure safe arrival and departure of children and young people.
- 9 Actively promote and support the school aims, values and ethos.
- 10 Promote positive attitudes and attend meetings, as requested, to contribute to the smooth running of the club.
- 11 Assist with the escorting of pupils on educational and recreational visits.

Notwithstanding the detail in this job description, in accordance with The Learning for Life's Flexibility Policy the job holder will undertake such work as may be determined by the Team Leader/Out of School Club Manager from time to time, up to or at a level consistent with the Principal Responsibilities of the job and in any location within the Trust.