

Role Profile: Zero Hours Holiday Club Assistant (EYFS)

Purpose

Our Little Downsend Schools are happy, caring and energetic schools. Each child is encouraged to reach their full potential and develop a passion for learning. Our dedicated, well-qualified team is committed to providing the best educational experience for every child. Our Holiday Club Assistants assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies.

Key Accountabilities

Relationships

The post holder is responsible to the Head of Little Downsend/Holiday Club Manager. The post holder also interacts on a professional level with other colleagues and will be required to maintain productive relationships with pupils, parents and staff.

Standards and Quality Assurance

- Support the aims and ethos of the school;
- To participate in meetings, training and performance development as required;
- To participate in arrangements made for appraisal.

Main Duties and Responsibilities

- To be responsible to the Head of Little Downsend/Holiday Club Manager.
- To assist in promoting the education, welfare and personal care of pupils, having regard to the aims and objectives of Downsend School and Little Downsend policies. Welfare and personal care will include changing nappies and soiled clothing as appropriate to the age of the children.
- To undertake lunchtime and break-time duties as required for the day to day running of Holiday Club.
- To maintain good relations with pupils, parents and staff.
- To assist the Holiday Club Manager with the planning, preparation and delivery of activities.
- To maintain good order and discipline among pupils, and safeguard their health and safety and welfare.
- To assist in ensuring that the Holiday Club room is an organised, lively, stimulating and safe environment.
- To undertake additional duties as required by the Head of Little Downsend/ Holiday Club Manager.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Person Specification

	Essential	Desirable
Skills		A relevant qualification in Childcare and/or Education
Qualifications	<ul style="list-style-type: none"> • Knowledge and understanding of child development and the ways in which children learn • A commitment to the provision of high-quality childcare • A positive approach to inclusive practice, with children and colleagues • Ability to help professional staff to achieve their objectives • Confident in the supervision of children, and adhere to defined behaviour management policies • Demonstrate a good understanding of child safeguarding arrangements 	
Experience	Experience of working with young children, perhaps as a parent or voluntary worker	
Other		

Key Stakeholders:

Internal – School managers, staff, children

External - Parents, visitors to school

The Key Accountabilities listed above are not exhaustive and may be varied from time to time as dictated by the changing needs of Cognita. In this case, any significant changes or variations will be consulted with the post holder before undertaking these responsibilities.

Signed:

Name (print):

Date: