Job Description

Job Title:	**Casual Out of School Practitioner**
Location:	**Dovedale@Moulsham – Moulsham Infants and Juniors**
Responsible to:	**Out of School Manager**
Responsible for:	**No Subordinate Staff**
Hours:	**18**

Main Tasks and Responsibilities:

1. **Responsibilities**
2. **Qualifications & Skills**
3. **Working Pattern**

1. Responsibilities

1.1 Provide a safe and engaging for children to be cared for before and after school hours.

1.2 Plan activities to meet the needs and interests of children.

1.3 Provide snacks and tea in line with our food safety and healthy eating guidelines.

1.4 Work alongside other staff in a friendly manner, maintaining safety and supervision of children.

1.5 Work in partnership with parents by developing positive and appropriate relationships with them

1.6 Keep rooms and equipment clean and safe.

1.7 To support the planing and preparation of a programme of activities.

1.8 To provide safe, creative and appropriate play activities.

1.9 To supervise children in a variety of activities ensuring safety at all times.

1.10 To undertake relevant training as deemed necessary.

1.11 To promote equal opportunities throughout all aspects of the work.

1.12 To encourage parental involvement which supports the club.

1.13 To undertake other duties as may become necessary to ensure the successful running of the scheme.

1.14 To ensure the safe use of clubs property and equipment.

1.15 To record and inform parents of any incidents or accidents relating to their children that has occurred during the session.

1.16 To attend staff meetings as appropriate.

1.17 To provide full care for the children, including school collection, refreshments and first aid, etc.

1.18 To liaise with the Management Team and produce reports where necessary.

2. Qualifications & Skills

2.1 Level 3 in Childcare & Education, Playwork or early years subject desirable
2.2 Experience working with young people in a play setting (e.g school, nursery, childminders etc)
2.3 A clear passion for wanting to work with children.
2.4 Additional or alternative qualifications and experience will be considered

3. Working Pattern

3.1 Monday to Friday during term time.

3.2 Term time shifts are 7am – 9am & 2.30pm – 6.15pm Mon-Fri.

3.3 Actual shifts to be discussed at interview dependent on the needs of the club at the time.

NB In consultation with you this job description is liable to variation by College Managers to reflect or anticipate changes in the College's requirements.