

JOB DESCRIPTION

Post:	Play Assistant
Responsible for:	Facilitating play and educational provision for children in after school club/holiday playschemes
Hours:	Monday – Friday Term Time
Other Benefits:	Subsidised childcare for staff children Paid holiday Excellent Training Opportunities Good Promotion Prospects

Purpose of Job:

Under the supervision of the Club Manager/Play Leader to initiate and supervise play and educational support for children in a safe and caring play environment incorporating an individual educational programme.

Duties and Responsibilities:

- Assist with the delivery of play and education to develop children's educational, physical, emotional, social and cultural beliefs in through activities
- Ensure that play and learning provides opportunities which reflect cultural diversity of community and promote equal opportunities
- Create an environment in which play occurs naturally and is appropriate to the age and ability of the children
- Ensure choices are created in a child-orientated environment with good standards of professional practice
- Assess, plan, evaluate and document programmes of education and play to encourage children's overall development
- Ensure children and parents/carers are inducted into the setting with relevant induction information and material provided
- Keep up-to-date with relevant child protection procedures, Health and Safety and The Children Act as well as Ofsted requirements
- Work as part of a team, and agree to undertake relevant training for personal development
- Work within the agreed policies and procedures of the given handbook of instructions.
- Attend meetings as required
- Ensure safe use of premises and equipment
- To be flexible and undertake work related tasks or duties when necessary
- Administer First Aid as appropriate
- To wear the uniform as provided

Person Specification: Play Assistant

Essential

- Own Phone
- Good Level of communication skills
- Knowledge and Awareness of Equal Opportunities practice
- Good Communication skills
- Ability to work as part of a team
- A real interest in working with children in an informal childcare setting
- Commitment to personal development and training

Desirable

- Car Drive/Owner
- Any basic or advanced Childcare Training
- Some experience of working with children in a formal or informal setting
- Basic IT skills
- Awareness of Equal Opportunities and Inclusive Practice
- First Aid and Child Protection Training
- Basic knowledge of Child Development
- Knowledge or experience of working with Ofsted Inspection teams
- Basic Food Hygiene Training