



POSITION: Tea Club Assistant

JOB PURPOSE: To provide a stimulating play programme for Pre-Prep children attending the after-school Tea Club.

REPORTING TO: Tea Club Leader

Main responsibilities / duties of job:

- To assist with the planning, preparation and delivery of suitable programmes of activities designed to meet the intellectual, creative, emotional and social needs of the children attending (half termly).
- To be aware of and work in accordance with the Schools' Child Protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedure which may be noted during the course of duty.
- To administer minor first aid as trained and assist with sick children where necessary. To comply with the Schools' first aid policy and procedures ensuring all accidents are recorded appropriately in the accident book and that the parents are informed.
- To develop, maintain and manage good working relationships with school staff, parents and children.
- To work as part of a team delivering high quality childcare provision.
- To maintain appropriate records as directed by the school e.g. attendance, complaints, activities
- To ensure the care of the children is paramount and maintained to the agreed standards according to the Schools' values and ethos.
- To ensure high level of confidentiality is maintained.

General duties:

- To maintain positive, courteous relations with pupils, parents and colleagues
- To respect and follow school policies and procedures
- To engage actively in the performance review process
- To attend in-service training appropriate to the department
- To undertake other relevant duties associated with the job purpose allocated at the discretion of the Headteacher, Bursar or other designated manager

This list provides a general summary but it is expected that the post holder will undertake any other duties commensurate with the level of responsibility of the post, as directed by the Director of Co-Curriculum or other member of the Senior Leadership Team.

This job description should be seen as enabling rather than restrictive and is subject to an annual review.

Name.....

Signed.....

Date:.....

Person Specification

Required Experience & Qualifications

- Hold a relevant EYFS qualification at Level 2 (desirable)
- Some experience of working with children
- Displays an awareness and understanding and commitment to the protection and safeguarding of children

Personal Qualities

- To work calmly and professionally under pressure.
- To have good communication and organisational skills.
- To work well in a team setting
- To be creative, enthusiastic and positive
- To have a warm, friendly and cheerful disposition
- To be smart and professional
- To be willing to be flexible
- To be reliable and punctual