



Knights Templar Community Church School and Nursery

Work at it with all your heart

Head Teacher: Mrs Laura Weaver, BA Hons QTS

School: Knights Templar Community Church School

Job Title: Dragons' Den Assistant

Accountable To: Head Teacher and Governors

Main Purpose:

The childcare provision will offer fully inclusive childcare and the assistant will support the supervisor in providing care and supervision of all children attending the provision.

The assistant must be flexible and innovative in promoting the development, welfare and potential of all children in line with the Government's strategies of "Every child matters – five outcomes" (EMC)

To be responsible for the day-to-day play activities of the out of school provision, providing safe and high quality childcare.

To be responsible for the smooth running of the provision to meet the relevant legislation requirements.

To direct and support all staff in the out of school provision.

Childcare:

- To provide a warm welcoming environment*
- As part of the school community, follow the school's policies on safeguarding, health and safety, and staff code of conduct*
- To respond to children in a warm and supportive manner, encouraging the development of mutual respect between adults and children*
- To act as a role model and promote effective teamwork.*
- To collaborate with playworkers to ensure that high quality childcare is provided.*
- To ensure the planning and delivery of play opportunities are in a safe and caring environment.*
- To provide creative, appropriate play opportunities, preparing activities, organising the programme.*
- Provide full care for the children.*
- To ensure the provision adhere to the EYFS and/or Childcare register requirements.*
- To work creatively with the children encouraging them to express their views and take control of their own activities.*
- Implement and maintain the provision's administrative procedures.*
- To implement systems to monitor and record day to day practices within the provision.*
- To maintain confidentiality at all times whilst working within agreed policies and equal opportunities framework.*

- To work closely with the management to build good relationships with other members of staff, ensuring an effective team approach.
- To participate in training and development programmes and share all information gained with staff to promote good practice and continued professional development of the team.
- To undertake such duties as may become necessary to ensure the successful running of the provision.

Communication:

- To keep the channels open for effective communication for staff, children and their families.
- To promote good working relationships and teamwork within the provision.
- To attend and contribute to staff meetings relating to the provision.
- To liaise with parents/carers, schools and wider communities and encourage their involvement.
- To consult with the children and encourage involvement in the planning of day to day activities.

Administration:

- To ensure a daily register is kept.
- Ensure all signing in and out sheets are signed daily by parents.
- To ensure all children's documentation is updated regularly.
- To collect fees and distribute financial records .
- To deal with new admissions.
- Inform management of any resource/equipment needs.
- To promote or contribute to the provision's marketing strategy.

Training

- Attend courses as required enhancing the knowledge, understanding and skills to improve the level and quality of support given to pupils and teachers.
- Attend statutory training courses as required for the post; Safeguarding and Child Protection, PREVENT and First Aid.

Where a current First Aid qualification is held, in the absence of other medical facilities:

- Maintain First Aid equipment and materials, and dispense medicines in accordance with school policy.
- Undertake First Aid and support children with identified medical needs as appropriate.
- Record accidents and injuries in line with the school's policy.

Safeguarding

- Recognise the moral and statutory responsibility to safeguard and promote the welfare of children
- Provide a welcoming and safe environment where children are valued and respected
- Be alert to the signs of abuse and neglect and follow our procedures and policies to ensure children receive effective support, protection and guidance