

## Job Description

<b>Job Title</b>		<b>Apprentice Children's Play Worker After School Club &amp; Breakfast</b>	
<b>Function</b>		<b>Early Years &amp; Childcare</b>	
<b>Salary</b>	<b>Apprentice Rate: up to £4.40</b>	<b>Qualification</b>	<b>Unqualified / qualified</b>
<b>Reports to</b>		<b>Manager/ Deputy Manager</b>	
<b>Responsible for (include people and resources)</b>		<b>Ensure Health &amp; Safety, well-being and play opportunities for Children whom attend project.</b>	
<b>Purpose of Job</b>			
<ul style="list-style-type: none"> <li>• Plan, prepare and implement play programs that develop learning and social skills in line with Ofsted requirements ensuring quality childcare.</li> <li>• To act as a key person to safeguard and develop the learning experiences of children and communicate this with parents.</li> <li>• To support the manager and company to ensure compliance with regulators whilst being part of a team professional.</li> </ul>			
<b>Major duties and responsibilities</b>			
<ol style="list-style-type: none"> <li>1. To assist the Manager/ Deputy Manager in providing a stimulating play programme for children attending the scheme, that takes account of their individual needs and interests. To undertake the planning and resourcing of activities. To prepare for a club for the children each week.</li> <li>2. To initiate, prepare and deliver activities designed to meet the intellectual, creative, physical, emotional and social needs of the children attending the scheme.</li> <li>3. To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good childcare practice.</li> <li>4. To work in ways that will enable the children to participate in decision-making processes.</li> <li>5. To be aware of child protection issues and observe the procedures set out in Kids in Charge policies and as advised by the Manager/ Deputy Manager.</li> <li>6. To support homework and educational activities.</li> <li>7. To take the role of a key person for the group of children as advised by the Manager/ Deputy Manager. Observe children making notes from which you will plan the next steps of development.</li> <li>8. To develop a positive rapport with parents of children in their key group and to report on groups well being to parents as directed by Senior Manager/ Deputy Manager.</li> <li>9. Where appropriate, to take specific responsibility for identified children with specific needs.</li> <li>10. To ensure that the equal opportunities and equal access policies of Kids in Charge are an integral part of all activities undertaken.</li> <li>11. To develop and maintain good working relationships with colleagues including those within the team, the school staff, Early Years Staff and Ofsted.</li> <li>12. To escort children from requested schools safely and appropriately. To be responsible for the safety and well being of the children being supervised.</li> <li>13. To keep accurate records of incidents and accidents taking place within the project.</li> <li>14. To participate in the overall development of the team to ensure the provision of a quality service, responsive to the needs of children and their parents/carers.</li> <li>15. To attend and participate in team meetings organised by the Manager/ Deputy Manager, or line manager.</li> <li>16. To assist the Manager/ Deputy Manager in maintaining appropriate records as directed including: <ul style="list-style-type: none"> <li>-Maintaining accurate attendance records.</li> </ul> </li> </ol>			

-Maintaining accurate records of accidents and/or incidents.

-Maintaining accurate records of activities undertaken by the scheme.

17. To keep the Manager/ Deputy Manager aware of information associated with children's attendance and involvement on the scheme ensuring that any concerns are immediately reported.
18. To ensure the proper use and security of premises and equipment.
19. To ensure that allocated areas are kept clean and left tidy at the end of sessions.
20. Be prepared to attend necessary training, both in-house and local authority, which includes, but is not limited to, Child Protection, Behaviour Management, Health and Safety and Food Hygiene outside of working hours.
21. To undertake any other task requested by the managers in relation to the job.