



## ERSKINE STEWART'S MELVILLE SCHOOLS

<b>JOB TITLE</b>	After School and Holiday Club Practitioner
<b>DEPARTMENT</b>	e-Plus
<b>REPORTS TO</b>	e-Plus Manager

ROLE DETAILS	
<b>PURPOSE OF THE ROLE</b>	<ul style="list-style-type: none"> <li>To provide full care and supervision for children who attend the After School Club and Holiday Club. The practitioner will play a role in supporting the preparation, delivery and evaluation of various resources and activities for children</li> <li>To build and lead a safe, play environment for children, providing high quality care and relaxation for all children to enjoy</li> </ul>
<b>ACCOUNTABILITY</b>	The After School Club and Holiday Club Practitioner is accountable to the e-Plus Manager
<b>AUTHORITY</b>	The After School Club and Holiday Club Practitioner has authority as delegated by the e-Plus Manager and other promoted staff
<b>RELATIONSHIPS</b>	<ul style="list-style-type: none"> <li>Team members in the e-Plus department</li> <li>Other members of staff within the Schools</li> <li>Parents</li> <li>External stakeholders</li> </ul>

<b>DUTIES AND KEY RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>Providing full care for children who attend the After School Club and Holiday Club</li> <li>Supervising and interacting with individuals and groups of children on a daily basis, ensuring that all their needs are met</li> <li>Preparing and organising resources for each day's activities to provide a play environment for the children which provides high quality care, relaxation and fun</li> <li>Liaising with parents on a daily basis</li> <li>Taking an active part in the planning and evaluation process and accepting responsibility for the preparation of activities and tasks</li> <li>Ensuring that the play area is safe for the children's use and is tidied appropriately at the end of the day</li> <li>Supervising groups of children on outings</li> </ul>
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
<b>Experience</b>	<ul style="list-style-type: none"> <li>Working with children</li> </ul>	
<b>Education/Qualifications</b>		<ul style="list-style-type: none"> <li>Playwork or Early Years qualification</li> <li>Interest in working towards a recognised Childcare qualification for registration with the Scottish Social Services Council (SSSC)</li> </ul>

<b>Skills/ Abilities/ Capabilities</b>	<ul style="list-style-type: none"> <li>• An interest and understanding of the importance of child development and implementing activities to support this</li> <li>• Communicating clearly with parents and carers, to build rapport and trust between the parents and the After School Club and Holiday Club</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Microsoft 365</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Kind and enthusiastic person who puts the interests of the children first</li> <li>• Responsible and well organised</li> <li>• Ability to multi-task and prioritise own workload with good attention to detail</li> <li>• A good team player who relates well to others</li> </ul>	