



ERSKINE STEWART'S MELVILLE SCHOOLS

JOB TITLE	After School & Holiday Club Practitioner and Early Years Teaching Assistant
CONDITIONS OF ROLE	<ul style="list-style-type: none"> • Start Date: Monday 24 August 2025 • Contract Type: Permanent • Hours of Work: 31.25 hours per week during term time (Monday to Friday from 11.15 am to 1.15pm as an Early Years Teaching Assistant and from 1.45pm to 6pm as an After School Club Practitioner) and 26.25 hours per week on a rota basis during holiday periods as a Holiday Club Practitioner • Grade: The salary for unqualified After School & Holiday Club Practitioners/Early Years Teaching Assistant is £20,982 per annum which is point 1 on the ESMS e-Plus RLW salary scale. Qualified After School & Holiday Club Practitioners/Early Years Teaching Assistant will be paid on the ESMS e-Plus Scale point 13-16 which is £21,450 to £22,932 per annum. • Holiday Entitlement: 25 days annual leave split between 10 term time and 15 holiday club days and 10 statutory days when the schools will be closed.

ROLE DETAILS	
PURPOSE OF THE ROLE	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant supports in the serving of lunches and will then provide care for children who attend our After School and Holiday Club provision
ACCOUNTABILITY	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant is accountable to the Wraparound Care Manager and Catering Manager for their day-to-day tasks.
AUTHORITY	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant has authority as delegated by and Wraparound Care Manager and Catering Manager but will be line managed by the Wraparound Care Manager.
RELATIONSHIPS	The After School & Holiday Club Practitioner/ Early Years Teaching Assistant works closely with the other staff across the JS at Ravelston.

DUTIES AND KEY RESPONSIBILITIES	<ul style="list-style-type: none"> • Providing care for children who attend the After School and Holiday Club. • Supervising and interacting with individuals and groups of children on a daily basis. • 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. • Liaising with parents on a daily basis.
--	--

	<ul style="list-style-type: none"> • Taking an active part in the planning and evaluation process and accepting responsibility for the preparation of activities and tasks. • Ensuring that the play area is safe for the children's use and is tidied appropriately at the end of the day. • Attend a daily briefing by the Chef about portion size and allergies to ensure that special dietary requirements are adhered to. • Get to know the children to ensure their lunch is a happy, healthy and safe experience for all. • Serve food ensuring hygiene and dietary requirements are considered. • Set up and clear away, cleaning the area between sittings and at the end of service. • Encourage children to try new foods.
--	--

PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	<ul style="list-style-type: none"> • Experience of working with children. 	<ul style="list-style-type: none"> • Experience of supporting a teacher in a classroom. • An interest in child development.
Education/Qualifications	<ul style="list-style-type: none"> • 4 passes at National 5 or equivalent at C or above. 	<ul style="list-style-type: none"> • NC Early Education and Childcare. • SVQ3 (Level 6) Children and Young People or Playwork. • HNC in Early Education and Childcare.
Skills/ Abilities/ Capabilities	<ul style="list-style-type: none"> • Ability to multi-task. • Kind and enthusiastic person who puts the interests of the children first. • A good team player who relates well to others. • Responsible and well organised. 	<ul style="list-style-type: none"> • Ability to prioritise own workload with good attention to detail. • Uses courage, care and curiosity to deal with conflict. • Professionally challenges, influences and motivates others.
Personal Attributes	<ul style="list-style-type: none"> • Demonstrates the values of the ESMS. • Appreciates the impact of change on the school and individuals. • Nurtures professional interpersonal relationships with staff and students. 	

The closing date for this role is Friday 24 July at 12 noon. We anticipate interviews will be held on Monday 3 August.