



Job Description – Mini Hive Early Years Practitioner, After School Club

Purpose of job:

To care and provide activities for our Pre-school children at the end of a busy day until they are collected by their parents.

Line Manager:

- After School Manager

Responsible to:

- The Head
- The Head of Pre-Prep
- The Head of Pre-School
- The Deputy Heads
- The Governing Body

Other key relationships:

- Parents
- Pupils
- Colleagues
- External agencies

Key responsibilities:

Teaching & Learning

- To care for and nurture our youngest children aged 2 – 4.
- To plan and prepare fun activities for the Pre-school children.
- To engage our young children in purposeful activities.
- Support the promotion of positive behaviour.

Communication

- To treat children, always, in a manner consistent with specific school policies and the broader ethos of the school.
- Communicate with parents for advice, information and to promote learning.



- To liaise with parents at pick up about the child, passing on any significant information.

Teamwork

- To work closely with our Hive After School Manager.
- To maintain an appropriate and professional standard of personal appearance.
- To support school policies, procedures and development plans as defined by the school's Senior Leadership Team and Governing Body.
- To participate in in-service training as part of career development, in line with school needs.
- Be in school during the hours as are necessary to discharge effectively all professional duties.
- To have regard to the health and safety of all children, staff, parents and visitors to the school.
- To safeguard and promote the welfare of all children.
- To have respect for the confidential nature of the post.

Health and Safety

- To prepare basic food for tea and feed the children.
- To follow all dietary requirements children may have.
- To follow any toilet training pattern and change nappies where appropriate.
- To clearly record any injuries or safeguarding issues.
- Be responsible for the well-being of pupils throughout the after school club, making sure they are aware of rules and safety requirements and abide by such rules.
- Be aware and understand normal and emergency procedures at the school within the normal operating procedure and emergency action plan.
- Log incidents/accidents in line with the school's Health and Safety policy relating to the child's welfare.
- Have regard to the health and safety of all children, staff, parents and visitors to the school.
- Maintain a safe environment where children feel able to share safeguarding concerns.

The postholder may be required to perform duties other than those given in this job description for the post. The duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibilities entailed.

