

Job Title: Level 6 Holiday Club Practitioner

Reports to: Holiday Club Manager

Hours: 7:45 – 17:45

Dates: 4x Holiday Club Periods per calendar year

Days: To be agreed prior to each Holiday Club Period

Purpose of the Role:

- To provide inclusive play and learning opportunities for all children attending the holiday club.
- To maintain a safe, stimulating and enjoyable environment for all children.

Main Duties & Responsibilities

- In absence of Holiday Club Manager, assume overall day to day management and responsibility for the Holiday Club
- Implement and deliver the activities based around the EYFS curriculum in accordance with the children’s social, emotional, physical and intellectual needs.
- To carry out any recommendations made following regulatory inspections.
- To work within the setting’s policies and procedures.
- To respond to each child’s need for individual care and attention and provide a high level of care and supervision that will enhance the children’s general health and well-being.
- To act as a Key Person to a group of children and to ensure their needs are reflected in the planning of routines and activities. To support the work of other staff in their role as key person as required.
- To liaise closely with parents and carers as a Key Person: informing parents of their children’s progress and encouraging them to become involved in their children’s learning.
- To be aware of children’s special educational needs and disabilities, and work with other staff and external agencies to support these children effectively.
- To liaise and work in partnership with other agencies, both statutory and voluntary where appropriate.
- To promote positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.
- To undertake any reasonable duties as directed by the Holiday Club Manager.
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To attend any relevant training events or meetings as advised by the Holiday Club Manager / Proprietor and to keep up to date with current good practice.
- To understand and work to Holiday Club policies and procedures, including how to deal with child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To maintain annual safeguarding training
- To maintain Paediatric First Aid training every 3 years

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties in accordance with the Holiday Clubs’s aims and objectives and as directed by the Holiday Club Manager and Senior Management.