



Outram School Board of Trustees Outram After School Programme

Job Description: Care Worker

Job Title: After School Care Worker

Responsible to: Principal and Board of Trustees

Functional Relationship with: The Supervisor

PRIMARY OBJECTIVE To assist the supervisor to ensure that Outram After School Care Programme is a safe, secure and inviting environment for children who are entrusted to its care.

KEY TASKS

1. To provide a CARING environment where children will feel comfortable and know that their needs are being met.
2. To provide adequate SUPERVISION to ensure that the health and safety of children is not at risk. To set parameters, establish authority and to provide positive discipline.
3. To assist in providing interesting ACTIVITIES to ensure that children are occupied and to assist in implementing PLANNING to ensure that programmes of all children.
4. To undertake EVALUATION of the Centre and programmes in order to ensure on-going improvements and to establish that goals have been met. To have regular assessment sessions, at least bi-annual, with the Supervisor-Manager.
5. To carry out ADMINISTRATION as necessary.

SPECIFIC DUTIES

1. Be present by 3:00pm.
2. Prepare the snacks for the children at the beginning of the session.
3. Assist and support the activities.
4. You have authority to exclude any persons not in After School Care from the Workshop and Hall.
5. Complete all documentation, records and other paperwork accurately and in a timely manner.
6. Direct all queries from parents/caregivers (including queries from parents of other students in the programme) to the ASC Supervisor-Manager.
7. Support ASC behavioural management strategies as developed by the Outram ASC.
8. Maintain confidentiality about the others in the ASC programme (staff, students, other professionals, helpers, etc) and the ASC programme.

9. Maintain good communication and positive relationships with the ASC Supervisor and other professionals.
10. Clean up by 5.00 p.m.
11. **NB: Duty of care** - The duty of care for all staff is not discharged until the last child has been collected

Supporting Outram School

1. Support and follow the goals, objectives, policies and organisational practices of the school
 - a. Follow established routines for absenteeism, maintain punctuality
 - b. Be part of the school appraisal system
 - c. Follow all school policies and procedures.
2. Maintain confidentiality at all times
3. Take part in professional development programmes
4. Maintain good communication and positive relationships with all school staff, families and visitors to the school.
5. Be proactive with respect to any health and safety issues identified in the course of this role.

Signed:

_____ **Date** _____
(ASC Staff member)

_____ **Date** _____
(ASC Supervisor-Manager)