



ASC Assistant

Job Description

Responsible to: ASC Leader

Pay Scale: Scale 5

Main Duties and Responsibilities

- Assist in the provision of a variety of appropriate play opportunities for children and young people some of whom may require special attention and/or will have come from various racial, cultural and religious backgrounds.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals.
- Evaluate events and activities and contribute to the development of the service including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering ones self or other users.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Contribute to the corporate responsibility for continuously checking that the premises, fences, gates, etc are secure, reporting defects promptly to the Centre Manager or Premises Officer.
- In conjunction with the Centre Manager, liaise with other play workers to share activities and skills to ensure a range of complementary activities are available across the borough. Support and advise less experienced workers in activities.
- Ensure that the Council's equal opportunities and standards are integrated into all aspects of the service.
- Undertake first line child protection measures, reporting areas of concern to the Centre Manager.
- Publicise the service and special events through assisting in the production of leaflets, posters, and information bulletins.
- Assist in maintaining relationships with teachers, parents and users of play service to increase the uptake of existing services, to design or tailor additional services to resolve problems.
- Contribute to keeping local records appropriate to the service.
- At the direction of the Play Centre Manager/Headteacher, support the operation of holiday clubs, including enrolment and operation.
- Ensure that the programme of activities delivered is interesting, valuable and appropriate to the children using the facilities by providing a variety of play and learning opportunities and identifying and accommodating changing needs.

- Ensure the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensure that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
- Maximising the learning value of the activities by planning and evaluating.
- Contributing to the accountability of the centre through assisting in the maintenance of agreed records including registers, contracts, doctors, accident books, financial transactions etc.
- To undertake additional or other duties as may be appropriate to achieve the objectives of the post and as directed and deemed appropriate by the Play Centre Manager

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

General requirements:

- Take part in the school's performance management system.
- Enhanced DBS Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

Job role: ASC Assistant

Experience and Qualifications

Essential

Desirable

NVQ level 2 Play Work, Childcare, or equivalent or willing to undergo training.	X	
Some experience of being involved with a play service in a paid or voluntary capacity, for example in playgrounds, junior playrooms, play centres or other equivalent play setting..	X	
Experience of planning, organising and supervising activities.	X	

Knowledge and Skills

Essential

Desirable

An awareness of the needs of children	X	
Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.	X	
A basic awareness of health and safety practices.	X	
Understanding relevant administration procedures including child registration requirements.	X	
Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.	X	
Knowledge of basic record keeping and filing.	X	
Ability to work as part of a team, sharing working knowledge and skills	X	
Ability to develop a range of play/learning related skills.	X	
Ability to work flexibility, able to rearrange work plans in relating to changing priorities.	X	
Ability to interact sensitively with other workers, children and parents.	X	
Ability to listen and to understand needs, aspirations and problem children	X	
Able to quickly assimilate new procedures and working methods.	X	