

## **Job Duties & Responsibilities**

### **Afterschool Assistant – The Growing Tree**

<b>Role:</b> <b>AFTERSCHOOL ASSISTANT</b>
<b>Employer:</b> Roscommon Leader Partnership CLG
<b>Location:</b> The Growing Tree, Ballaghaderreen
<b>Contract:</b> School calendar Part Time Contracts Available

The Afterschool Assistant post will be based in The Growing Tree in Ballaghaderreen to provide afterschool/homework supports to children and young people.

#### **Work duties and outputs will include:**

- Assisting in the delivery of Afterschool/Homework support to children and families
- Adhering to the afterschool policies and procedures
- Adhering to national Childcare policies and regulation in the delivery of a safe and efficient service
- Planning activities and experiences with staff to meet children's individual needs
- Working in partnership with parents
- Keep documentation of works carried out on a monthly basis
- Submit accurate timesheets reflective of works carried out
- Efficient in offering a safe environment for children
- Any other duties that may be assigned your Managers.

#### **The successful applicant will be required to work as part of a team and have:**

- **Minimum FETAC Level 5 in Childcare is desirable but not essential**
- Minimum 1 years' experience in Childcare or Afterschool setting is desirable but not essential
- Competent in consideration of the needs of children
- Good Communication and relating to skills with children, staff and parents
- Up to date knowledge of legislation and regulations
- Updated Children's first safeguarding regulations and reporting procedures
- A full clean driving licence and own transport is required
- Satisfactory references and Garda vetting will be required

**CONFIDENTIALITY OF THE SERVICE USERS, PARENTS, STAFF AND CENTRE TO BE MAINTAINED AT ALL TIMES**

#### **NOTE**

This job description and list of duties is not exhaustive and may be reviewed, updated and/or amended from time to time in line with the ongoing development of Roscommon Integrated Development Company's operations and needs of the services.

