



Highclare School

Achieving Individual Excellence

JOB DESCRIPTION **TOPS (Time Out Pupils Scheme)**

Duties Common to all staff /TOPS Assistants

- 1) To assist in TOPS for the contracted hours and contribute to the activities and routine.
- 2) To be aware of the policies and procedures, keeping up to date with the staff handbook.
- 3) To be familiar with the Health and Safety Policy and be responsible for the safety and welfare of children in TOPS
- 4) To attend staff meetings, insets, events, Open Days and training courses as directed by managers.
- 5) Liaise with teaching staff and parents.
- 6) Issue occasional bills and collect payments.
- 7) Liaise with catering staff regards daily teas and children's needs.
- 8) Prepare a safe and stimulating environment, having planned activities prepared for use.
- 9) To participate in, and supervise children during, trips.
- 10) To carry out consultation with children and parents.
- 11) Assist other members of the TOPS department and follow any rota in place.
- 12) Maintain display work, records and registers.
- 13) Keep abreast of changing legislation and work towards the development of the TOPS department.
- 14) To read and follow the policies and procedures in the Whole School and TOPS staff handbook.
- 15) To participate in the staff review programme.
- 16) To assist in nursery at the manager's request.

Additional Duties for TOPS Deputy and Supporting Deputy (if applicable)

- 1) General responsibility for the supervision of and welfare of staff and children on the site.
- 2) To carry out structured maintenance of the registers, following up extra attendance, absence and amendments.
- 3) To keep all relevant records up to date.
- 4) Distribute amended policies and procedures.
- 5) To ensure that planning is up to date and child led.
- 6) To be responsible for the TOPS facility at one site, but flexible to cover others.
- 7) Collect occasional payments and liaise with the school accounts department.

- 8) To be available to meet with managers regularly and provide effective two-way communication with TOPS assistants from a management level on behalf of the manager.
- 9) To maintain regular communication with parents.
- 10) Prepare and manage the use of staff rotas.
- 11) To oversee the management of one site, to manage staff, children, parents, activities and records.
- 12) Deputise in the absence of the manager.
- 13) To assist the Manager in the implementation of the school staff review system, being responsible for key staff reviews.
- 14) To be responsible for the general upkeep of the TOPS facility, reporting maintenance issues and maintaining a high standard of appearance for all areas used, including wall displays, furniture, storage etc.
- 15) To assist the department in achieving recognition under the Quality Improvement Schemes

Additional Duties for TOPS Holiday Scheme Deputy (if applicable)

- 1) To be responsible for the Pre School group during holiday schemes.
- 2) To assist in the organisation of and planning of all holiday schemes, taking responsibility for Pre School trips.
- 3) Liaise with the manager in recording and utilizing data, taking specific responsibility for catering issues and dietary lists.
- 4) Assist the manager in maintaining holiday scheme pupil information, bookings and registers.
- 5) To take responsibility for all trips and deputise in the manager's absence.
- 6) To assist the department in achieving recognition under the Quality Improvement Schemes