

JOB DESCRIPTION

Post Title:	After School Club Assistant
Responsible to:	Pastoral Support Manager
Accountable to:	Headteacher, Assistant Headteacher, Cluster Finance & Admin Manager
Based:	St John & St James' C of E Primary School
Hours:	1.5 hours per day (3.30pm - 5.00pm, Monday to Friday)
Scale	Scale 2, points 3-4
Contacts:	Headteacher, Senior Managers, Finance & Administration Manager, Data & Administration Officer, School Keeper, School Cook, other school staff, pupils, Governing Body, the LEA, parents and care givers, and other outside bodies such as building contractors.

JOB SUMMARY:

To assist in the supervision of children attending After School Club provision, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

MAIN DUTIES

Support for Pupils:

- Supervise children in choosing activities, moving to and from activities, in activity area and/or playground as appropriate.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children.
- Take pride in providing enjoyable activities for pupils.
- Build up warm and positive relationship with pupils.
- Considers the needs of pupils in all decisions about the club.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils needs and makes suggestions to support them.
- Speak clearly and listens carefully to pupils, using questions to check understanding.
- Remain tactful when talking to pupils.

Support for the School:

- Maintain a register of children attending.
- Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.
- Assist in preparing the Club facilities and activities to ensure the quality standards agreed are met.
- Recognise the quality of the Club has an impact on learning and on pupils' attitude to school.
- Attend regular meetings and training.
- Acknowledge all colleagues in a friendly and helpful way.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the need for team working e.g. help new starters settle into the school.
- Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding.
- Treat all colleagues in a courteous and helpful manner, challenging any discriminating behaviour.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

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:

- Take part in the school's performance management system.
- Attend governing body meetings on a regular basis.
- Enhanced CRB 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.

PERSON SPECIFICATION - ESSENTIAL

Qualifications

- Food hygiene certificate.

Experience

- Working with or caring for pupils of relevant age.

Knowledge

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.
- Basic food hygiene.
- Appropriate knowledge of first aid.
- Basic Health and Safety.

Skills

- Working with or caring for pupils of relevant age.
- Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.
- Display commitment to the protection and safeguarding of children and young people.

Date of Issue:

Name of Postholder:

Signature of Postholder:

Signature of Headteacher: