

JOB DESCRIPTION

Job Title:	After School Club Assistant
Hours:	15 per week
Pro-rata Salary:	£9,308
Responsible to:	After School Leader
Responsible for (where appropriate):	no line management responsibilities.

Job Purpose

- To assist with delivering a wide range of creative and enjoyable inside and outside activities for children during break times, after school, during extended activities or holidays as relevant.
- To assist with serving refreshments.
- To assist with ensuring there is a secure and welcoming facility to support, motivate and supervise pupils.

Key External Contacts

- Parents/Carers

Key Internal Contacts

- After School Leader
- Teaching and support staff
- Pupils

Major Tasks, Duties and Responsibilities

1 Key Activities - Support for the School

- To assist with and ensuring safe, creative and appropriate play opportunities in a safe and caring environment.
- Providing refreshments to children in line with government food hygiene standards.
- Understanding children as individuals particularly the characteristics, needs and interests of each age group.
- Treating all children with sensitivity and fairness, valuing each child's background and experiences and respecting confidentiality.
- Under the direction of the After School Club Leader, ensure the pupils are always supervised, arrive punctually to their classroom /or and are delivered safely to their parent/named carers.
- Under the direction of the After School Club Leader, ensure the playground equipment is used and stored properly and that the play areas are tidied up each day.
- Under the direction of the After School Club Leader, promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 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.
- As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
- To support the Council's policy on special educational needs and inclusion.
- To co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- To participate in first aid training as required.
- Be punctual and reliable.
- Appreciate and support the role of other professionals.

2 Key Activities – Support for the Pupils

- To promote Learning through Play.
- Assist with ensuring that all pupils have equal access to opportunities to learn and develop.
- Assist with ensuring that pupils who have special dietary needs receive the correct food types
- Ensure that pupils eat their meal in a socially acceptable way.
- Encourage pupils to be independent in clearing away after a meal.
- Ensure the practice of reading stories or playing games.

3 *Key Activities – Organisation*

- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.

Other Requirements

- To have an up-to-date Enhanced DBS Disclosure
- Attend regular safeguarding training

After School Club Assistant

Person Specification

1. Experience

- Some exposure to a play service in either a paid or voluntary capacity, for example, in playgrounds, junior playrooms, play centres or other equivalent play setting is desirable.

2. Qualifications

- NVQ level 1 in Childcare, Playwork or equivalent and working towards Level 2.
- Prepared to undertake a First Aid at Work qualification.
- Prepared to undertake Food Hygiene qualification/training.

3. Knowledge, Skills and Abilities

- Ability to relate well to children and an awareness of their needs.
- Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices.
- An understanding of relevant administration procedures including child registration requirements.
- Commitment to and understanding of equal opportunities.
- Good literacy and communication skills.
- Work constructively as part of a team.