



JOB DESCRIPTION

Job Title: Teatime Club Assistant

Department: CYPS

Division: Schools

Grade: Scale 1

Range: 2-3

Responsible to: Teatime Club Leader/Head Teacher

Responsible for: None

Job Purpose

- To assist the Teatime Club Leader in supervising children attending Teatime Club, preparing food and providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

Key External Contacts

- Parents/Carers

Key Internal Contacts

- Head Teacher
- Staff

Teatime Club Assistant

- Pupils

Major Tasks, Duties and Responsibilities

- Assist in preparing the Teatime Club facilities and activities to ensure quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Where relevant, 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 - maintain a register of children attending, control access to other parts of the school, where relevant - administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises the quality of the Teatime Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable teatime and activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. help new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Is tactful when talking to others
- Treat all colleagues in a courteous and helpful manner, challenging racism and 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. To 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.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Other requirements:

- To attend and participate in staff meetings.
- To participate in training and performance management as required.
- To have an up-to-date Enhanced DBS Disclosure.

Teatime Club Assistant

Level 1

Person Specification

1. Experience

- Some exposure to working with children.

2. Qualifications

- 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.