

JOB DESCRIPTION

Job Title: After School Club Assistant

Department: CYPS

Division: Schools

Grade: Scale 1c

Range: 8-10 (2019 new range SCP2-3)

Responsible to: After School Club Leader/Head Teacher

Responsible for: None

Job Purpose

- To assist the After-School Club Leader in supervising children attending After-School Club, 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
- Pupils

Major Tasks, Duties and Responsibilities

- Assist in preparing the After-School Club facilities and activities to ensure quality standards agreed are met.
- Supervise children in eating nicely and helping to clear away.
- 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 and readiness for class; 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 – help 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.
- Recognise that the quality of the After-School Club has an impact on learning and on pupils' attitude to school.
- Take pride in providing enjoyable After-School Club activities for pupils.
- Build warm and positive relationships with pupils.
- Considers the needs of pupils.
- Be kind and helpful towards pupils.
- Anticipate pupils' needs and makes suggestions to support them.
- Speak calmly, clearly and listen carefully to pupils, using questions to check understanding.
- Be tactful when talking to pupils.
- Attend meetings and training as required.
- 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.
- Acknowledges the needs of different people e.g. help new starters to settle in the After-School Club.
- Speak clearly to colleagues and listens carefully to them, working well as a team-member
- Use tact when talking to others
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour should it occur.
- Participate in 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 have an up-to-date Enhanced DBS Disclosure.