

# Job Description

**Post:** After School Club Assistant

**Salary:** Living Wage

**Responsible to:** Headteacher/Deputy Headteacher

## Job Purpose

To supervise children attending After School Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.

## Responsibilities

- Prepare the After School Club facilities and activities, ensuring 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.
- 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, 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 After School Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable 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.
- Be aware of and comply with policies and procedures relating to safeguarding, health and 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 Reach2 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.

## Person Specification

<b>JOB REQUIREMENTS</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Experience</b>		
NVQ level 2 in Childcare, Playwork or equivalent		✓
Experience of working with children and organising and supervising activities	✓	
Food Safety & Hygiene Certificate Level 1		✓
Current First Aid Certificate		✓
<b>Skills, knowledge and abilities</b>		
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
Ability to help children resolve conflicts constructively	✓	
Ability to deal in a calm and confident manner with behavioural issues	✓	
Ability to deal effectively with minor accidents and injuries	✓	
Able to maintain confidentiality at all times about school issues, within school and in the wider community	✓	
Display commitment to the protection and safeguarding of children and young people.	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particularly security	✓	
Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.		
An understanding of relevant administration procedures including child registration requirements.	✓	
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.	✓	
A willingness to promote the ethos of the school	✓	
Commitment to Reach2's Equal Opportunities Policy and Acceptance of their responsibility for its practical application.	✓	

Commitment to understand and comply with the requirements of the Health and Safety at Work Act 1974.	✓	
<b><i>Disqualifying Factors</i></b>		
Indication of sexist, racist, or anti-disability attitudes or any other attitudes in conflict with the Reach2's Equal Opportunities Policy		
An inability to provide relevant documentation which permits working in the UK eg passport, visa and work permit, birth certificate		