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| **THE PARTNERSHIP TRUST** | |
| **JOB DESCRIPTION** | |
| **SCHOOL:** | |
| **POST TITLE:** After School Club Assistant | **GRADE:** BANES Grade 2 |
| **RESPONSIBLE TO:** Headteacher | |
| **DATE:** | |

**1. Purpose of Job**

The primary purpose of this post is to promote and lead a range safe, stimulating and high-quality sporting and creative play opportunities for pupils, before and after the normal school day. The post holder will support the WAC lead in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration.

**2. Main duties and responsibilities**

* To lead high quality provision of varied activities for pupils to enjoy in a safe, relaxed and calm environment
* To follow the weekly plan of activities that will motivate and engage the children
* To support in the planning and organisation of activities that stimulate and support children’s intellectual, physical, social, language, emotional and play development
* To organise the space and resources to create a welcoming, relaxed and informal environment
* Be responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day
* To be responsible for ensuring that the environment is safe and stimulating and that there are adequate and appropriate activities available for each session
* To ensure the safe arrival of children at the club and the safe delivery to parents and carers at the end of each day
* Where appropriate, organise the preparation, serving and clearing up of refreshments, having due regard to health and safety in food preparation. To include awareness of the school’s healthy school status and policy
* To establish supportive relationships with the pupils and to encourage acceptance and inclusion of all pupils
* To follow the school behaviour policy, using positive approaches that will promote and reinforce pupils’ self-esteem and ensure there is a good standard of behaviour in line with the school’s behaviour policy
* To monitor behaviour and ensure all children are happy and content (any concerns should be reported on CPOMS and shared with the relevant professionals)
* To bring any concerns to the attention of the WAC Leader, Deputy or Headteacher and/or parents as necessary
* To note any information passed on from parents and pass onto the Office staff and Class teachers as well as Headteacher/SLT and other relevant professionals as appropriate
* To be aware of and work in accordance with the school’s Safeguarding and Child Protection policies and procedures
* To use the school’s reporting system, CPOMS, to report any concerns relating to such procedures which may be noted during the course of duty
* To be aware of and adhere to applicable rules, regulations, legislation and procedures and national legislation (including Health and Safety, Data Protection)
* To organise the storage of equipment, keeping it tidy and in good condition. To maintain all supplies of provisions and materials in order to provide a range of activities. At the end of a session ensure all equipment is cleared and locked away, leaving the building clean and tidy
* To ensure new children are aware of emergency procedures and any appropriate policy
* To maintain confidentiality of information acquired in the course of undertaking duties
* To administer minor first aid (as trained), to assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are unwell as needed

**3. Qualifications and experience**

**Essential**

Able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children’s development and in a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults and to work constructively as part of a team.

Be able to demonstrate experience of using a number of strategies whilst working with a range of children.

Appropriate knowledge of first aid – 1st Aid Qualification.

**Either** NVQ3 in Play work or NVQ3 in Early Years Care and Education or equivalent qualification (i.e. NNEB, Teaching Assistant qualification)

**Or** have a minimum 5 years relevant satisfactory experience as a Play Leader or Teaching Assistant demonstrating a relevant skill level plus a willingness to undertake the NVQ3 in Play work or NVQ3 in Early Years Care and Education.

**Desirable**

Ability to self-evaluate learning needs and actively seek learning opportunities.

Knowledge of child protection issues and policies and relevant Safeguarding Children Board procedures.

Training in relevant strategies i.e. social, emotional and behaviour skills.

**4. Physical Effort**

The post holder will be expected to undertake bending, lifting and stretching in the course of their duties e.g. preparing the classroom, putting out and packing away tables and play equipment, assisting and engaging with children and with activities. There may be an increased level of physical effort required for children with personal or specialist needs.

**5. Working Environment**

During periods of supervision outside in the playground, there will be an expectation that the post holder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

**6. General**

1. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is an essential requirement that all staff are aware of the school’s safeguarding procedures.
2. The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
3. The post holder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their Disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Authority to access their online record.
4. The postholder will be expected to undertake any appropriate training provided by The Partnership trust or School to assist them in carrying out any of the above duties.
5. The postholder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to
6. This job description may be reviewed from time to time and amended after discussion with the post holder. It does not form part of the written particulars of employment of the post holder.
7. This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.