



Job Description

Job Title :	Before and After Club Assistant
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Main Job Purpose:	To undertake the care of individuals or groups of children and support their learning and development before and after school.
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Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times by assisting the club leader/supervisor and Headteacher
2.	To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups and in the short group session during before and after school club
3.	To foster children's language development and social skills through sustained shared thinking and the use of open ended questioning.
4.	Acknowledge and note individual children's progress and development if appropriate and be able to share this with parents and the club leader/supervisor. Report any issues of concern regarding an individual child to the Headteacher or designated person, as soon as possible.
5.	Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, make these part of the play experience wherever possible.

6.	Foster an atmosphere of mutual respect and demonstrate the behavioural, equal opportunities and professional standards policies of the school effectively at all times by challenging inappropriate behaviour/language.
7.	To support the club leader/supervisor in all aspects of the running of the club.

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits

Creativity and Innovation (i.e. Problem Solving)

The job holder works within school procedures, policies and approved methods and under the supervision of the club leader/supervisor

Key Contacts And Relationships

Teaching & Support Staff	Working together, running club, consulting about children
Children	Supporting
Parents	Dropping off children discussions about children etc.

Decision Making

The jobholder is expected to follow school procedures and plans made by the club leader/supervisor

Resources

The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment

The jobholder is based in play/activity settings and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

Knowledge and Skills

New entrants are not required to have any background in Learning Support work or play but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply support techniques. By the time the jobholder is fully competent in the job he/she will be operating at competent level with an understanding of children's different needs and ways of meeting these.

OTHER:

The nature of the work requires the jobholder has undergone checks by the Disclosure and Barring Service and has the relevant level of Disclosure.

The jobholder must demonstrate a commitment to safeguarding and promoting the welfare of children and young people.

The jobholder has a responsibility to understand and abide by the obligations laid down in the school's Equal Opportunities Policy.

The jobholder has a responsibility for their own health and safety and that of others who may be affected by their own omissions.

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties periodically within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be with the consent of the post holder.

The job holder is required to carry out the duties in accordance with the Trust's Health and Safety policies and procedures, working to and within School policies and procedures, including operational, financial, safeguarding, child protection as well as professional standards.

It is a feature of employment by Pickwick Academy Trust, that we may request you to travel to other Pickwick Academy Trust schools for specific reasons such as group training sessions or meetings, as may reasonably be required for the performance of your duties in line with operational requirements. We will not direct you to work at another school without mutual agreement, or without the role specifically outlining the need to work across a number of schools

At Pickwick Academy Trust we are committed to safeguarding children and promoting the welfare of children and young people and we require anyone joining our school to actively contribute to this commitment. All successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks.

Employee Name:..... Date.....

Employee Signature:.....

(Signed on behalf of Pickwick Academy Trust)

..... Print Name:.....

Job Title:..... Date:.....

Person Specification

Knowledge and Skills

Essential Qualifications & Experience:

- A minimum of GCSE (or equivalent) in English and Maths
- Experience working with children in an educational or childcare setting (e.g., schools, nurseries, summer camps).
- Knowledge of safeguarding and child protection procedures.
- Basic First Aid training (or willingness to complete upon appointment).

Desirable Qualifications & Experience:

- A relevant childcare qualification (e.g., Level 2 or 3 in Childcare or Education).
- Experience planning and leading activities for children aged 4-11 years.
- Understanding of the Early Years Foundation Stage (EYFS) or relevant primary school curriculum.

Skills & Competencies:

- Excellent communication skills, with the ability to engage and build positive relationships with children, parents, and staff.
- Ability to work effectively as part of a team and independently.
- Strong organisational skills, with the ability to manage time and tasks efficiently.
- Creativity and enthusiasm in planning and delivering a variety of activities.
- Patience, empathy, and understanding of children's needs and behaviors.

Personal Attributes:

- A positive and enthusiastic approach to working with children.
- A professional attitude, with respect for confidentiality and safeguarding protocols.
- Flexible and adaptable to changing situations.
- Reliable and punctual, with a strong work ethic.

Additional Requirements:

- A commitment to promoting the welfare and well-being of children.
- Willingness to undertake further training and professional development as required.

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The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2022.

Pickwick Academy Trust is committed to equality of opportunity for all. Our aim is to ensure that no applicant or employee is discriminated against or is disadvantaged by policies, procedures, conditions or requirements. We have a caring and supportive environment where wellbeing is a key priority – flexible working requests will be considered.