



Job Description

After School Club Assistant

Job Title :	After School Club Assistant
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Main Job Purpose :	To provide a safe, caring and stimulating environment for all children who access after school provision. To plan and organise a range of stimulating activities suitable for Primary age children, taking into account the children's interests.
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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 After School Club Leader by ensuring that activities are carried out in a safe and responsible manner and injuries and emergencies are dealt with following the proper procedures.
2.	To ensure that food provision is balanced and healthy and in line with the Food Safety Act 1990 and ensure good hygiene standards are maintained at all times.
3.	To engage children in purposeful play and activities.
4.	To stimulate, encourage and develop children's play in a positive way by teaching play and social skills, specific games and activities that enable them to play appropriately and creatively, individually or in groups.

5.	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.
6.	To support with home learning and other relevant activities when appropriate.
7.	Acknowledge and note individual children's progress and development if appropriate and be able to share this with parents and the After School Club Leader. Report any issues of concern regarding an individual child to the Headteacher or designated person, as soon as possible.
8.	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.
9.	To promote a welcoming atmosphere for children and parents encouraging parental involvement and support. To liaise with parents, developing good relationships, passing on appropriate communication and ensuring every child is collected by the appropriate adult.
10.	To undertake any training as it becomes necessary.
11.	To act in accordance with school/staff policies and procedures.
12.	To support the with all aspects of the running of the provision. To undertake other duties and responsibilities, on occasion, of an equivalent nature, as determined by the Headteacher.

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.

Key Contacts And Relationships

Teaching & Support Staff	Working together, running provision, consulting about children
Children	Supporting
Parents	Collection of children, discussions about children etc.

Decision Making

The jobholder is expected to follow school procedures and plans made by the After School Care/Club Manager.

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.

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

- At least one year's experience of working with children in the primary age range (desirable)
- Experience working with children in a friendly, busy environment (essential)
- Knowledge of up to date Children Protection/Safeguarding Legislation (essential)
- Paediatric First Aid training (desirable)
- Food hygiene certificate (desirable)
- Fire Marshall (desirable)
- Has a calm, caring manner (essential)
- Willingness to be trained (essential)
- Be able to demonstrate the ability to keep work related to the children and school confidential (essential)
- Able to work in a supportive team (essential)
- Supportive, reliable and committed (essential)

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