

Job Description – After School Club Assistant



The purpose of the job is to

- Assist in the day-to-day organisation of Wrap Around Care provision, providing high standards of care and play opportunities for children

Duties and responsibilities

- Clarify and explain instructions
- Ensure children can use equipment and materials provided
- Motivate and support children
- Meet children's physical needs as required, while promoting independence
- Use initiative and liaise with the After School Club Leader and other TAs to support children
- Maintain a safe, secure and stimulating play environment
- Assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- Assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs
- Work face to face with the children registered in Wrap Around Care
- Assist in delivering and supervising meals and refreshments for the children
- Follow guidelines and procedures for safeguarding, in accordance with the school's policy and procedures
- In discussion with the Wrap Around Care Leader, identify opportunities for improvement in service delivery and implementing and evaluating changes, where required
- Support all children by promoting positive strategies for behaviour, in line with the school's Behaviour Policy
- Ensure that Wrap Around Care offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs
- Report any safeguarding concerns to the school's Designated Safeguarding Lead (DSL) or a Deputy Designated Safeguarding Lead (DDSL) at the earliest opportunity
- Help with dressing / toileting / eating as needed

Supporting children's self-esteem, inclusion, and behavioural development

- Encourage an acceptance and inclusion of all children
- Develop methods of promoting / reinforcing the children's self-esteem and independence
- Establish a supportive relationship with children
- Reinforce the school ethos e.g. expectations of behaviour within Wrap Around Care and elsewhere on the school site

Supporting the school

- Assist with setting up, storing, retrieving and general maintenance of equipment e.g. computers and computer software, resources, indoor and outdoor play equipment, photographic equipment
- Help to ensure the hygiene of the environment in cases of sickness or soiling
- Ensure health and safety policies and practices, including risk assessments, are implemented as necessary
- Be fully aware of school policies, procedures, and practices
- Promote teamwork and ensure effective working relations
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues
- Adhere to all school policies and the Staff Conduct Policy
- Share pastoral concerns on a need-to-know basis with other members of staff

Communication

- Communicate effectively with children
- Build and maintain strong relations with parents / carers and provide feedback when needed

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Health and safety

- Promote the safety and wellbeing of all children
- Maintain a safe learning environment by managing behaviour effectively in accordance with the Trust's behaviour policy
- Maintain current and accurate safeguarding records e.g. through CPOMS

Professional development

- Attend mandatory Trust induction training on Safeguarding and Health and Safety within the first few weeks of taking up the post (these sessions may be delivered outside standard school hours)
- Complete regular (at least annual) training on subjects including safeguarding
- Take a proactive role in the Trust's appraisal procedures
- Take part in further training and development to continually improve
- Keep abreast of initiatives and developments in education, especially those relevant to the duties and responsibilities of the post

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies, and practices of the school, and maintain high standards of attendance and punctuality

The post holder will be required to safeguard and promote the welfare of children and young people, follow school policies and the staff code of conduct.

This job description is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.