



Landulph Primary School



After School Club Assistant

Job Description

Grade:	C
Hours:	3 - 5.45pm Mondays to Fridays, during term time
Responsible to:	Headteacher

Main Purpose of Job:

To assist with the provision of a safe, caring and stimulating After School Club for children at Landulph School.

Main Duties and Responsibilities:

- to create a safe, welcoming and inclusive environment for all children
- to be reliable and punctual
- to be able to help provide high standards of care and play opportunities for children
- to assist in the day to day organisation of the extended hours afterschool club
- to supervise children individually or in small groups as required
- to devise and lead activities as required
- to assist in preparing, serving and washing up at snacktime
- to assist in maintaining, organising and sourcing resources
- to work outdoors regularly
- to be aware of Landulph's school's policies and procedures and ensure they are adhered to
- to be professional and a good role model to the children and other staff members at all times
- to carry out other duties appropriate to the role as required.

Date Prepared:	November 2021
Job Description Prepared by:	Karen Ball

Person Specification

Attributes	Essential	Desirable
Professional Experience	<ul style="list-style-type: none"> ❑ Has an understanding and experience of working with children ❑ Has proven experience of working effectively in a team working collaboratively with colleagues 	<ul style="list-style-type: none"> ❑ Has at least a Grade C in English and Maths ❑ Has recent experience of working with children aged 4-11
Professional Knowledge, Understanding and Skills	<ul style="list-style-type: none"> ❑ Able to act as a role model for children by setting high personal and professional standards ❑ Is able to develop a successful rapport and working relationship with all children and their families ❑ A positive and energetic approach ❑ Is able to use a positive approach to behaviour management ❑ Good communication skills 	<ul style="list-style-type: none"> ❑ Willingness to engage in CPD opportunities to move personal learning forward
Values and Personal Qualities	<ul style="list-style-type: none"> ❑ Support the values of Landulph School ❑ Believes in inclusion of all our learners ❑ Approachable, caring, able to relate to all members of our school community ❑ Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people. ❑ High standards and expectations of students and colleagues ❑ Commitment to equality of opportunity irrespective of race, gender or disability ❑ Displays warmth, care and sensitivity in dealing with children ❑ To be prepared to spend time working outdoors ❑ A good sense of humour! 	<ul style="list-style-type: none"> ❑ Participation in community activities
Qualifications, Confidential References and Reports	<ul style="list-style-type: none"> ❑ Written references confirming professional and personal knowledge, skills and abilities referred to above ❑ Satisfactory health and attendance record ❑ Clear enhanced DBS check ❑ First aid qualification (if not, willingness to complete this before starting the role) ❑ Level 2 Food hygiene qualification (if not, willingness to complete this before starting the role) 	<ul style="list-style-type: none"> ❑ Evidence of recent, relevant professional development ❑ Paediatric first aid

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