

JOB DESCRIPTION

The Diamond Learning Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a criminal record check via the Disclosure and Barring Service (DBS)

Job Description – After School Club Assistant

Essential requirements of the post –

- The ability to work positively and effectively both individually and as part of a team, cooperation and respect are essential.
- Respect for all others within the setting, both adults and children.
- Effective interpersonal skills, enabling positive communication with other members or staff, children, parents and visitors.
- The ability to act flexibly adapting to changes within the setting, children and school.
- Awareness of the importance of confidentiality enabling relevant information to be handled appropriately.
- An awareness of all policies, procedures and documentation with the ability to follow and comply without question.

Specific Duties include -:

1. Providing a safe and stimulating environment for all children, ensuring the room is fully appropriate for every child dependant on their age and ability.
2. Documentation such as medicine, accident and health and safety forms must be completed accurately and immediately ensuring all such documentation is signed by a parent / carer on the same day.
3. To be prepared for constant professional development, attend training, meetings and conferences.
4. All staff have a duty to safeguard and protect children from harm, neglect, and abuse; every person working with children must continually update their training and awareness of current practice. Practitioners must have a full understanding of the safeguarding children practices with an awareness of how any child protection issues would be approached.
5. In connection with child protection all staff are responsible for the continuous supervision of all children; children must be supervised at all times in order to ensure their complete safety.

6. All staff members must follow and comply with school documentation which includes all policies, procedures, health and safety documentation and the prospectus. Furthermore, any additional information or instructions given by a senior member of staff must be followed. (A signature from every staff member is required within the policies and procedures folder which verifies they completely understand all documents, it is required that staff refresh their memory of the policies at least annually.

7. Equality of opportunity for all within the setting is essential. All staff members must conduct themselves in a non-discriminatory manner; whilst any form of prejudiced behaviour will not be tolerated.

8. Personal time and attendance records must be completed by the individual.

9. Room registers must be completed accurately and handed in to the manager at the end of each week; they must also be collected and used as evidence regarding the current children within the building during a fire/evacuation drill.

10. Staff members must positively communicate within both their own team of key workers and within the whole team; whilst any concerns, queries or problems should be immediately reported to the owner, manager or deputy-manager.

11. All BSC Assistants are expected to provide positive role-modelling for both the children and other adults.

12. Practitioners are expected to communicate effectively with parents and carers, acting friendly, approachable, confident and understanding is essential; whilst confidentiality must be considered at all times.

13. At all times, staff must remain professional, and maintain professional relationships with parents outside the workplace.

14. All areas (both indoor and outdoor) reception and communal areas, cloakrooms and storage areas must be fully accessible to all children, maintained safely, and stimulating for children, parents and carers.

This job description is not intended to be fully comprehensive of the role in which a BSC/ASC Assistants is employed; however, it provides an indicator of the main functions and responsibilities expected; any breach or non-compliance to this description or policies and procedures will be treated as an act of gross mis-conduct.

You may be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description, in consultation with you, may be changed by the head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.