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**BURSTON & TIVETSHALL PRIMARY SCHOOL**

**JOB DESCRIPTION**

**AFTER SCHOOL CLUB ASSISTANT**

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| **Line Managers job title:** | Headteacher |
| **Salary:** | Points 3-4 of the Support Staff Scale**FTE** £22,737 – £23,114 per annum**Pro rata** **£5,196 - £5,378 per annum, including an allowance for holiday pay**  |
| **Tenure:** | Fixed Term Contract (1 year) |
| **Contract type:** | Term-time only |
| **Hours per week:** | 10 hours per week  |

**THE POST**

Burston and Tivetshall Primary Schoolsis a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the

ability to communicate and interact effectively with others as part of our school as a

After School Club Assistant**.**

The successful candidate will encourage and develop safe, meaningful, calm and creative play during After School Club. Ensuring the conduct, welfare, safety and wellbeing of pupils is a key component of this role.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week’s prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of a After School Club Assistantare:

* The ability to communicate clearly and tactfully using appropriate methods and

an awareness of the impact of your own communication on others;

* Able to maintain positive relationships with all and able to work as an effective and

flexible part of a team; willing to change methods of work and routines to benefit

the team;

* Be able to multi-task and work under pressure;
* Be flexible and resilient in managing and executing their daily responsibilities;
* Able to demonstrate strong planning and organisational skills;
* Willingness to accept responsibility for your own actions;
* The ability to prioritise effectively, meet deadlines and accept challenges.

The personal competencies required of a After School Club Assistant are:

* The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
* Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
* Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges;
* Develop positive relationships with pupils, parents and staff;
* Be a positive role model;
* Engages with pupils appropriately and works with the best interest of pupils in mind;
* Possess a sense of humour.

**JOB SPECIFICATION**

**General Responsibilities**

The After School Club Assistant is responsible for the children who attend. Their duties and responsibilities encompass a wide range of activities aimed at creating a safe, nurturing, and engaging environment for the children. Supervise children and facilitate various recreational, educational, and social activities that promote personal growth, creativity, and social development. From organising games and arts and crafts to ensuring the well-being and safety of each child, the after-school club assistant plays a crucial role in fostering a positive and enriching experience for children during their out-of-school hours.

Top of Form

**Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

* Plan and lead suitable activities;
* Create a meaningful, calm, purposeful, orderly and supportive environment;
* To supervise pupils in designated areas (including playground or other external spaces as directed) during the After School Club time period, and to ensure their safety, welfare and general conduct through appropriate application of the school’s policies and procedures.
* Support children in their play;
* Follow the school procedures when dealing with poor behaviour or friendship difficulties;
* To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
* To supervise the movement of pupils to and from rooms, including any personal hygiene requirements (e.g. hand washing).
* To assist in the clearance of any spillages and the wiping down, clearing or resetting of rooms & tables, as appropriate.
* To assist in the setting up and removal of furniture, where necessary.
* To take any immediate action to attend to sickness or accidents by carrying out minor first aid (if qualified) and summoning relevant assistance.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* To identify and report any unauthorised visitors on school premises.
* Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

The post holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust’s programme of Performance Management and Continuing Professional Development.

**HOURS OF WORK**

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| --- | --- |
| Paid Weeks per year | Term Time only (normally 38 weeks)  |
| Hours per week | 10 hrs per week |
| Normal working Pattern | Monday – Friday 15.30 – 17.30 |
| Unpaid Breaks | 30 minutes lunch break where the working day exceeds 6 hours |
| Holidays | Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.  |
| Annual leave entitlement | **Until 31st March 2024**Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years’ service. **From 1st April 2024**Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years’ service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week. |
| CPD Days | Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and, in these cases, the additional hours may be claimed on a timesheet, where not already paid under another contract.  |

**REMUNERATION**

* Points **3-4** of the Support Staff Salary Scale
* FTE Salary: £22,737 - £23,114 per annum
* **Pro rata salary: £5,196 - £5,378 per annum**

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 22.50%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

**MID-YEAR ADJUSMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you

begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that

employees are only paid for work they will do over the remaining months of the Academic

Year. This is worked out based on working days of the term time calendar not an equal

division of full months to be worked.

The post-holder will be auto enrolled to join the Trust’s nominated pension scheme for support staff.

**DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

**PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.