

Children, Young People and Learners

After-school Club Assistant

Role Profile and Person Specification

November 2007

CROYDON COUNCIL

Role Profile

Job Title:	After-school Club Assistant
Department:	Children, Young People and Learners
Division:	Gresham Primary School
Grade Range:	Grade 2 – Scp 3-5
Hours:	Various
Location:	Gresham Primary School
Reports to:	After-school Club Leader
Responsible for:	The supervision of children
Role Purpose and Role Dimensions:	To assist the Manager in supervising children attending Breakfast and After-school Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key External Contacts:	<ul style="list-style-type: none">▪ Parents/carers▪ Stakeholders▪ Governors
Key Internal Contacts:	<ul style="list-style-type: none">▪ Staff▪ Head Teacher and SLT
Financial Dimensions:	
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ All roles under the supervision of the Manager
Other Considerations:	

Key Accountabilities and Result Areas:

Main Responsibilities

Key Elements:

This will involve:

- Assist in preparing the After-school Club facilities and activities to ensure quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Recognises the quality of the After-school Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable breakfast and after-school activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- Goes out of their way to be helpful towards pupils.
- Anticipates pupils' needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. helps new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Is tactful when talking to others

Key Accountabilities and Result Areas:

Main Responsibilities

Key Elements:

This will involve:

- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- 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.
- Be aware of support differences and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the council's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- To be aware of the council's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this.
- To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality

This will involve:

- You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the council's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas:

Key Elements:

Equalities

This will involve:

- The council has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination.

Customer Care

This will involve:

- Able to demonstrate a commitment to the council's Customer Care Policy.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

After-school Club Assistant

Essential knowledge:

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:

- Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- Good time keeping and attendance.