



HATTON ACADEMIES TRUST

JOB DESCRIPTION

Job Title: After School Club Supervisor / 1:1 Teaching Assistant – Level 1

Responsible to: Principal

Working Hours: 23.75 hours per week, 38 weeks per year

Working Pattern: Monday to Friday 12.30pm to 5.15pm

After School Club Supervisor:

Job Purpose

- To assist with After School Club wrap around care provision for children between the ages of 4 and 11.
- To assist with the co-ordination of all activities within a safe and stimulating environment, out of school hours, in accordance with the Academy's policies and procedures and Ofsted regulations.

Key Responsibilities and Duties

1. To actively promote the Ecton Village Primary Academy values
2. Provide creative and safe opportunities for children to develop their social skills
3. Communicate effectively with the admin team for information on bookings
4. Communicate with line manager to ensure quality provision
5. Assisting and providing care for the children, including completing registers and preparing snacks
6. Administration of first aid as appropriate
7. Set out and pack away the equipment, furniture and toys required for the club
8. Keep the storage areas tidy and ensuring toys and equipment are not damaged
9. Liaising with parents, carers and staff from Ecton Village Primary Academy and any other relevant parties as required
10. Assisting in the development of policies, procedures and assisting in the planning and preparation of a programme of activities
11. To work as a member of the staff team

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1:1 Teaching Assistant:

Job Purpose:-

To support to teachers to enable all pupils to achieve their full potential by:-

- raising and maintaining standards of education and social development
- promoting the involvement of pupils in the social and academic processes of the Academy
- enabling pupils to become more independent learners
- helping to raise standards of achievement for all pupils
- delivering the foundation curriculum
- assisting with day to day requirements of individual children with special needs
- assisting with learning activities and other specified requirements linked to the social development and welfare activities of pupils
- using appropriate strategies to manage and support groups or individual pupils with complex educational, health and/or social needs and respond positively to a range of sometimes unpredictable behaviours which may be aggressive or emotionally disturbing.

Key Features:-

- Jobs comprise repetitive tasks that can be performed after a short demonstration, instruction or period of training
- No supervisory responsibility
- Works under direction / instruction supporting access to learning
- Jobs require a normal level of courtesy and effectiveness in dealing with other people. Should be able to ask questions, seek clarification and exchange information using tact and diplomacy
- May provide straightforward clerical support to teacher or organisation
- Likely to interact with colleagues, pupils, parents and carers

Main Duties:-

1. Provide personal and welfare care

- Throughout the day, including lunchtimes or before or after school if required attend to the personal needs of pupils and implement related personal programmes, including toileting, hygiene and feeding/meal times, to help with development of social skills and ensure that the trust academy's health, safety and behaviour policies are maintained.
- Assisting the School Nurse in providing support to the child whilst the nurse carries out medical procedures so that the trust academy's health, safety and behaviour policies are maintained.
- Assist in dealing with conflict using different communication techniques to encourage all pupils to take responsibility for their own behaviour and promote independence.
- To care for a sick or injured child, referring them when necessary to the School Nurse and accompanying them to hospital and remaining with them until the parent arrives to ensure continuity of care.

2. Supporting Pupils in the Learning Environment

- Supervise and support pupils ensuring their safety and access to learning
- Support pupils in the learning environment in order to promote independence, inclusion, acceptance and equality of access to learning opportunities for all pupils
- Assist pupils, individually and in small groups, in the understanding and completion of

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pre-defined learning activities to meet the requirements of pupils and the curriculum (for example literacy, numeracy, basic ICT)

- May assist with the supervision of pupils and delivery of activities out of lesson times (eg at lunchtimes, before and after school) to enhance service delivery and encourage structured and positive play.
- May assist pupils with mobility equipment such as using wheelchairs and/or hoists to support pupils in their learning environment.

3. Providing Clerical and other support to service users

- Provide routine clerical and other support to meet service delivery requirements (for example photocopying, typing, filing, collecting money, school trips)

4. Preparing and maintaining the classroom environment and resources

- Prepare and maintain, the predefined learning resources and work environment for specific learning activities to meet the needs of pupils and the curriculum

5. Working with People to develop the team and build professional relationships

- Participate in meetings and team development activities to support the achievement of individual and team performance and development objectives
- Build and maintain positive working relationships with pupils, parents and colleagues to maximise pupils' development and maintain the overall ethos of the Academy

6. Dealing with Behaviour issues

- Observe behaviour and use awareness of behaviour management and communication strategies to deal with individual cases of low level disruption by pupils in class

7. Monitoring levels and ordering of resources

- Monitor resource levels to ensure the timely availability of resources to meet the requirements of the curriculum
- Maintain an awareness of the importance of the appropriate use of resources to minimise waste and maximise the effectiveness of financial resources

8. Reviewing pupil performance

- Observe, be aware of and report on pupil problems, progress and achievements to the teacher to contribute to the gathering of information for the completion of pupil profiles and records of attainment to maximise pupil development
- Gather and report information to and from parents / carers as appropriate to meet service delivery requirements

General

- participate in break and lunchtime supervision duties
- Responsibility for safeguarding and promoting the welfare of children at the trust academies.
- The Trust has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the Trust's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.

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- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the Principal commensurate with the pay and grade of the Post.

Signature of Postholder: _____

Date _____

Signed on behalf of the Academy; _____

Date _____