

Role Information for Before and After School Club Assistant: Heap Bridge Village Primary School

Job Title:	Before and After School Club Assistant
Contract Information:	Term Time Only Permanent 10 Hours per week
Responsible to:	The Headteacher
Responsible for:	N/A
Terms & Conditions:	NJC, Support Staff Terms and Conditions
Salary Range:	Grade 3 (SCP) 5-6 FTE Salary: £24,790 - £25,183 Actual Salary: £5,163 - £5,245
Other:	1 month notice period

Background and vision:

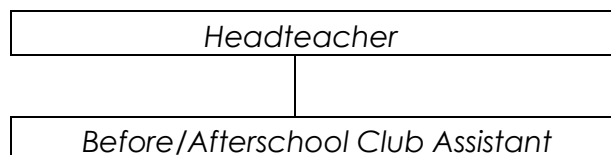
At Heap Bridge Village Primary School, we aspire to ensure that each and every one of our pupils develops in to a **positive, proactive** learner who is **proud** of their achievements and well prepared for a successful life. Delivered through a vibrant curriculum, we believe that learning should be enjoyable, purposeful and challenging. We will equip pupils with the skills and dispositions they need for lifelong learning, teach them the importance of being **proactive**, taking ownership of their own futures and ensuring they develop the highest expectations for themselves in their pursuit of excellence. We will do this within a safe and supportive environment of mutual understanding, **positive** relationships, respect and tolerance. Regardless of any barriers to learning, we will ensure that we work in partnership with school stakeholders to ensure that every child in our school can be **proud** of what they achieve.

Values:

The core values and aims which underpin our vision for the school are:

- **BE POSITIVE:** To enable children to develop positive attitudes in life, developing independence and resilience. To respect individual differences, and to be sympathetic to the needs of others. To create a happy, safe and nurturing environment instilling the fundamental values of respect and tolerance.
- **BE PROACTIVE:** To ensure children develop intellectually, morally, socially, emotionally and physically in to well-rounded citizens and ready for the next stage of their life. To feel empowered in taking ownership of their own continuous learning.
- **BE PROUD:** To ensure everyone values their own achievements and feel a sense of pride in their continuous pursuit of excellence. To work in partnership with parents and other stakeholders in celebrating the strengths of the school (and school community) providing opportunities for children to fully develop their potential.

Organisational Chart:



Purpose of the Job:

To provide a secure environment for children attending Before and After School Clubs (as applicable) and to organise and supervise a range of creative activities for individuals and groups of children.

Control of Resources:

Personnel: None

Financial: None

Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the school's policy and the Health and Safety at Work Act, 1974.

Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, Email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the school/academy.
 2. Users of the school/academy
 3. Voluntary helpers
 4. Pupils
 5. Governors
 6. Hollingworth Learning Trust

- External:**
1. Parents/Carers.
 2. Visitors and stakeholders.
 3. Local authority / external agencies

Key Duties and Responsibilities:

- To organise and supervise a programme of activities suitable for the age range of children in the School's Before and After School Clubs, preparing materials and equipment as required.
- To ensure that activities are carried out in a safe and responsible manner and that children are safeguarded, in accordance with statutory responsibilities.
- To create activities that are engaging, interesting and meet individual and group needs of children attending Before and After School Clubs.
- To encourage parental involvement and support, building effective relationships and maintaining ongoing communication.
- To work collaboratively with other team members to deliver a high-quality service.
- To ensure all equipment is maintained, clean and safe for use.
- To distribute drinks and snacks to children, following all associated procedures for food hygiene and children's individual dietary requirements.
- To ensure that good standards of hygiene and cleanliness are maintained at all times.
- To ensure that children's health and personal records are updated and stored securely.
- To assist in planning and supervising trips during school holidays (where applicable).
- To assist with administration and preparing of promotional materials in respect of the Before and After School Clubs.

General Responsibilities for all staff:

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.
- The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

Information for all applicants / postholders:

Hollingworth Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.

The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.

We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.