



Colkirk C of E Primary Academy, Little Snoring Community Primary Academy & Sculthorpe C of E Primary Academy

Executive Headteacher: Miss Suzannah Hayes

Have Faith - Flourish - Fly High



Job Description ~ Before & After School Club Assistant

Job Title: Before & After School Club Assistant

Responsible to: Head of School

Purpose of the role

- To ensure the safety, general welfare and conduct of pupils during the Before and After School Club.
- Work may be carried out in the classroom, main hall, outside play or in other teaching areas.

Main responsibilities

- Supervise pupils in designated areas of the school during the Before and After School Club to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures
- To share in school ethos of promoting a positive approach to behaviour management.
- To be responsible for the supervision of all pupil behaviour during the Before & After School Club, in the hall, on the field, or other areas of the school as required by the Headteacher.
- To be responsible for the pupil's care as necessary, depending on level of need e.g. providing comfort, dealing with accidents, being alert to signs that a pupil is unwell or distressed
- To report all accidents, ensuring that the procedure for recording accidents is followed
- Listening to pupils and dealing with situations as they arise
- Supervise the movement of pupils to and from Before and After School Club areas, including any personal hygiene requirements
- Maintain good order in Before and After School Club
- Assist in the clearance of any spillages and wiping down, clearing or resetting of tables, and equipment as appropriate
- Support in the setting up and removal of furniture where necessary
- Take any immediate action to attend to sickness or accidents by carrying out minor first aid and summoning relevant assistance if needed
- Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, confidentiality, and data protection (GDPR), reporting all concerns to an appropriate person
- To know and apply school policies
- Attend relevant meetings as required and participate in training and performance development as required
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Head Teacher.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the Federation as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Before & After School Club – Person Specification

	Essential	Desirable
Qualifications and Experience	Willingness to learn new skills and if not already obtained, willingness to undertake training in Food Hygiene, child play management and techniques, Health and Safety and First Aid.	Current qualifications in Paediatric First Aid, Health and Safety, Child Protection and Food Hygiene. Experience of working with children aged 4 to 11 years. Experience of working within a breakfast club/after school club or school environment.
Skills and Knowledge	Good communication skills with a range of different people.	Experience of food preparation. Experience of encouraging play with groups of children. Experience of managing child behaviour.
Qualities	A commitment to the safeguarding of all children including undertaking a DBS check. A willingness to learn and undertake training. Flexibility, adaptability and can use own initiative.	