

JOB DESCRIPTION

Job Title	Extended School Club Assistant
Responsible to	Extended School Club Leader

Job Purpose:

- Assist the Extended School Club Leader to provide a high quality extended school club provision, before the start of school and/or at the end of the school day. A place where pupils can engage in a variety of activities in a nurturing, safe and secure environment.

Key Accountabilities:

- Assist in setting up the Club facilities and activities to ensure quality standards agreed are met.
- Help organise play and craft activities, taking into consideration the various ages and abilities of the children.
- Establish good relationships with children - interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with Trust policy.
- Ensure health and safety of children - maintain a register of children attending, control access to other parts of the Academy, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire.
- Where food is provided, ensure it is of a high standard and complies with the Trust food policy.
- 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 and support difference and ensure all children have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to the Trust's Equal Opportunities policies.
- Support the Extended School Club Leader with risk assessments, fire drills etc as required.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend regular meetings and training.

Safeguarding commitment

STEP Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for this post.

Personal Development

Maintain a commitment to your own professional development. Be aware of changing employment legislation, new developments and innovations through the use of publications, internet and other resources. Stay informed about relevant changes and emerging themes within the sector.

Commitment to Equality and anti-racism

STEP Academy Trust 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.

Commitment to Diversity

Take individual and collective professional responsibility for championing the Trust's anti-racism agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

Green Statement

Seek opportunities for contributing to sustainable development of the Trust, in accordance with the Trust's Green Commitment. In particular, demonstrate good environmental practice such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction.

Data Protection

To be aware of the Trust's responsibilities under the Data Protection Act 2018 and GDPR and ensure compliance.

Confidentiality

You are expected to treat all information acquired through your employment, both formally and informally, in strict confidence.

Health & Safety

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.

The post holder may be required to perform other than these duties given in the Job Description. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility. The job description is not a comprehensive statement of duties but sets out the main expectations of the Trust.

PERSON SPECIFICATION

Job Title: Extended School Club Assistant

Category	Essential	Desirable	Assessed by: Application	Assessed by: Interview	Assessed by: Task
Qualifications & Experience					
Working with, or caring for, primary age children.	√		√	√	
Knowledge & Understanding					
Previous experience of working within an extended school club facility	√		√	√	
Understanding of relevant polices/codes of practice and awareness of relevant legislation	√		√	√	
Understanding and adhering to the academy's policies on child protection and safeguarding	√		√	√	
Commitment to and understanding of Equal Opportunities	√		√	√	
Basic understanding of child development and learning	√		√	√	
Skills & Abilities					
Good numeracy/literacy and communication skills	√		√	√	
Confidence in dealing with young people, maintaining discipline and motivation.	√		√	√	
Ability to self-evaluate learning needs and actively seek learning opportunities					
Ability to relate well to pupils and adults and Work constructively as part of a team,	√		√	√	
Ability to use and maintain an online register/payment system	√		√	√	
Special Conditions					
An enhanced DBS disclosure	√				
Willing to undertake first aid training and maintain a valid first aid certificate	√		√	√	
Good time keeping and attendance	√		√	√	