



Job Description

Post title	Tea Time Club Assistant
Job Evaluation	No
Grade	Grade 1 (£24, 027 Pro Rata)
Service	Schools
Service area	Belmont Cheveley Park Primary School
Reporting to	The postholder will be accountable to the Headteacher and the Governing Body of the school
Location	Your normal place of work will be Belmont Cheveley Park Primary School, Scardale Way, Belmont, Durham, DH1 2TX
Disclosure and Barring Service (DBS)	This post is subject to an Enhanced Disclosure

Description of role

To work under the instruction/guidance of senior staff to deliver after-school provision.

To be responsible for the care and supervision of the children before, during and after meals, in accordance with the school's policies and procedures.

To encourage the participation of pupils in the social processes related to childcare.

Duties and Responsibilities

Work in partnership with staff to provide effective support with learning activities;

- Awareness of and work within school policies and procedures.
- Support pupils to understand instructions and to promote the inclusion of all pupils.
- To assist, alongside other Tea Time Club staff, in the running of our after-school club.
- To safely register the pupils for the club.
- To organise snacks/drinks and light evening meal for children after school hours.
- To ensure pupils maintain high standards of behaviour and report any cases of misbehaviour, as appropriate.
- To assist in wiping up tables and chairs and set up the hall prior to service with drinks, cutlery and condiments.
- Maintain accurate and relevant incident records.
- To work within the Children's Act and ensure that local standards and guidelines are adhered to.
- To assist in the planning and preparing of exciting play opportunities that meet the needs of children and stimulate their development.
- Contribute to both the physical and emotional health, and the well-being of the children.
- Promote a positive image of the school to children, parents and visitors.
- To establish and maintain positive relationships with children and their families in ways that value parental involvement.
- To be responsible for setting up resources and reporting loss/damage or low stock levels to management.
- To carry out the duties and responsibilities of the post with regard to the Equal Opportunities Policy.
- To act as an ambassador for the organisation and maintain a positive image of its aims and work by presenting oneself as a role model to pupils in speech, dress, behaviour and attitude.
- Provide pastoral care and support to sick and injured children taking appropriate action as necessary.

- To carry out any duties which enhance the work of the organisation.
- To ensure the equipment is safe to use and report any issues to a manager/Headteacher.
- To have full regards to and follow the child protection policy and safeguarding procedure.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development.
- Role requires working within a team.

Support for the School/Setting

- Be aware of and comply with policies and procedures relating to safeguarding/child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- To provide a service that respects children's life experiences and celebrates diversity in terms of language, culture, ability, race and religion.
- Show a duty of care to pupils and staff and take appropriate action to comply with health and safety requirements at all times.
- Contribute to the overall ethos, work and aims of the school.
- Maintain good relationships with colleagues and work together as a team.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

General

Comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.

Demonstrate and promote commitment to safeguarding procedures and principles and equal opportunities and to the elimination of behaviour and practices that could be discriminatory.

Any other duties deemed appropriate towards the provision of a high quality service.

Have excellent timekeeping.

Organisational Responsibilities

Values and behaviours

To demonstrate and be a role model for the council's values and behaviours to promote and encourage positive behaviours, enhancing the quality and integrity of the services we provide.

Smarter working, transformation, and design principles

To seek new and innovative ideas to work smarter, irrespective of job role, and to be creative, innovative and empowered. Understand the operational impact of transformational change and service design principles to support new ways of working and to meet customer needs.

Communication

To communicate effectively with our customers, managers, peers and partners and to work collaboratively to provide the best possible public service. Communication between teams, services and partner organisations is imperative in providing the best possible service to our public.

Health, Safety and Wellbeing

To take responsibility for health, safety, and wellbeing in accordance with the council's Health and Safety policy and procedures.

Equality and diversity

To promote a society that gives everyone an equal chance to learn, work and live, free from discrimination and prejudice and ensure our commitment is put into practice. All employees are responsible for eliminating unfair and unlawful discrimination in everything that they do.

Confidentiality

To work in a way that does not divulge personal and/or confidential information and follow the council's policies and procedures in relation to data protection and security of information.

Climate Change

To contribute to our corporate responsibility in relation to climate change by considering and limiting the carbon impact of activities during the course of your work, wherever possible.

Performance management

To promote a culture whereby performance management is ingrained and the highest of standards and performance are achieved by all. Contribute to the council's Performance and Development Review processes to ensure continuous learning and improvement and to increase organisational performance.

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by your manager.

Person Specification

Attributes	Essential	Desirable
Comply with DfE/LA Requirements	<ul style="list-style-type: none"> School policies and procedures for safeguarding Receipt of satisfactory employment references 	
Qualifications / Attainments	<ul style="list-style-type: none"> Basic literacy and numeracy skills Willingness to undertake further appropriate training (including first aid) 	<ul style="list-style-type: none"> Food Hygiene Certificate Valid paediatric First Aid qualification Emergency First Aid at Work qualification GCSE pass in English and Maths (or equivalent qualifications) Full and relevant Level 2 or Level 3 Early Years Practitioner qualification Other relevant qualification (e.g. Teaching Assistant)
Experience	<ul style="list-style-type: none"> Previous experience of supporting/working with children 	<ul style="list-style-type: none"> Experience of working in a school environment (paid or voluntary) Child protection/safeguarding training
Skills and Knowledge	<ul style="list-style-type: none"> Able to relate well to children Able to relate well to adults Be able to work as part of a team – with an understanding of others and own roles and responsibilities within the setting Good communication skills Be able to work to school and LA policies and codes of conduct Ability to recognise and meet the needs of children with special educational needs To promote good behaviour within the setting Knowledge of a range of children's games (playground games, indoor physical activities, indoor games) The ability to engage children in play Good practical skills and the ability to run art and craft activities 	<ul style="list-style-type: none"> Can use computers and other electronic devices confidently Can plan and deliver creative 'Theme Evenings'
Personal Qualities	<ul style="list-style-type: none"> Demonstrate a clear understanding of confidentiality and working with integrity Good timekeeping and organisational skills Willingness to support the ethos of the school Sensitive to the needs of children and their parents/carers Calm and positive, can-do approach to working in a busy setting 	<ul style="list-style-type: none"> Willingness/initiative to engage children in specific activities, e.g. playground activities and games

