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| **Job Title:** | **After School Club Assistant** |
| **Grade:** | **NJC Scale 1 Point 1** |
| **Responsible to:** | **Office Manager** |

**Purpose of the Job:**

To supervise children attending the After School Club, providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behaviour.

**Key duties and responsibilities:**

* Supervise children eating snack, being seated, clearing away crockery, moving to activities as appropriate.
* Help organise play and art activities, reading and homework support.
* 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 school policy.
* Ensure health and safety of children.
* Take pride in providing enjoyable activities for pupils.
* Build up warm and positive relationships with pupils.
* Consider the needs of pupils in all decisions about the club.
* Goes out of their way to be helpful towards pupils. Anticipates pupils needs and makes suggestions to support them.
* Speaks clearly and listens carefully to pupils, using questions to check understanding.
* Remain tactful when talking to pupils.
* Promote and safeguard the welfare of children that you are responsible for or come into contact with.

After School Club Assistants in this role will also undertake the following:

* Maintain a register of children attending.
* Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.
* Assist in preparing the After School Club facilities and activities.
* Recognise the quality of the After School Club has an impact on learning and on pupils’ attitude to school.
* Attend regular meetings and training.
* Acknowledge all colleagues in a friendly and helpful way.
* Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
* Acknowledge the need for team working e.g. help new starters settle into the school.
* Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding.
* Treat all colleagues in a courteous and helpful manner, challenging any discriminating behaviour.
* Participate in performance development as required.
* 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 pupils have equal access to opportunities to learn and develop.
* Be responsible for own health and safety, as well as that of colleagues, pupils 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.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **Essential** | **Desirable** |
| **QUALIFICATIONS** |  | Level 2 in childcare and development or equivalent |
| **EXPERIENCE** | Working with or caring for pupils of relevant age |  |
| **SKILLS AND ABILITIES** | Confidence in dealing with children, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying  Ability to self-evaluate learning needs and actively seek learning opportunities  Ability to maintain confidentiality at all times  Ability to work constructively as part of a team  Ability to promote school when talking with visitors, colleagues and members of the community  Display commitment to the protection and safeguarding of children and young people |  |
| **KNOWLEDGE** | Understanding of relevant policies/codes of practice and awareness of relevant legislation  Commitment to and understanding of Equal Opportunities  Basic understanding of child development and learning  Basic food hygiene  Appropriate knowledge of first aid  Basic Health and Safety |  |