



Hinstock Primary School
'Tomorrow's Success Begins Today'



Reach for the Stars

Job Description

Details of Post

- Title: Before and After School Worker (Level 2)
- Federation: Goldstone Federation
- Reporting to: Executive Headteacher
- Main Workplace: Cheswardine Primary and Nursery School
- Grade and SCP: Grade 5 (SCP 5-6)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of Post

Work under the guidance of the Headteacher and teaching Staff to provide care for our children in Before and After School Childcare. To help provide safe and stimulating care for children.

Principal Duties and Responsibilities

1. Support for pupils

- To provide a range of stimulating activities, indoor and outdoor, relevant to the age, stage and needs of young children which encourage and develop all areas of development.
- To provide and prepare safe and nutritional snacks for the children.
- To provide a facility for the children to do their homework, including reading.
- Promote good behaviour and the inclusion and acceptance of all pupils.
- Treat all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act as a First Aider
- Motivate and encourage the children to participate in activities.
- Liaise with class teachers and parents/guardians
- Develop methods of promoting the children's self-esteem.
- Encourage acceptance of children with special needs.
- To be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the provision is maintained to Ofsted standards of care.

2. Professional Accountabilities

The post holder is required to have a deep knowledge of school policies and procedures relating to child protections health, safety and security, confidentiality and data protection,

reporting all concerns to the Headteacher. In addition they are to contribute to the achievement of the school's objectives through:

- **Safeguarding:** Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- **Resources:** Maintain and request resources for the Headteacher to ensure the clubs have the food and activities they need to be run efficiently and well.
- **CPD:** Participate in training and other learning activities as required. Initially first aid and safeguarding training will be required.
- **Equalities:** Ensure that all work I completed with a commitment to equality and an anti-discriminatory practice.
- **Health and Safety:** Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the school's Health, Safety and Welfare policy.
- **Self-Awareness:** Recognise own strengths, areas of expertise and use these to advise and support others.

3. Support for the school

- 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 that pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

4. Other Responsibilities

- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

5. Safeguarding

- Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to Shropshire Career Pathway Safeguarding JD for school staff.

6. Data Protection and other statutory responsibilities

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to in the Shropshire Career Pathway Data Protection JD for school staff.

7. Other Duties

- Any other duties that the Executive Headteacher, DHT/ SENCO/ Trust feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

8. Review and Signatures

- This job description is subject to review by the Executive Headteacher/ Trust in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Job Description and Personal Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager:

Signed: **Date:**