

## **JOB DESCRIPTION AND PERSON SPECIFICATION: AFTER SCHOOL CLUB ASSISTANT**

### **JOB DESCRIPTION**

#### **Job Purpose**

- To care for the children in After School Club and maintain a high-quality, stimulating learning environment. To be warm and responsive, working flexibly as part of the After School Club Team to ensure the smooth running of the club

#### **Support for Pupils**

- To **support the After School Club team leaders** in all aspects of running the club, including planning, supporting activities, liaising with parents and carers and ensuring good care and safety at all times and ensuring that the children's needs are the priority
- To **create a safe, welcoming and inclusive environment** for all children
- To **proactively establish genuine and positive relationships with pupils**, acting as a role model and being aware of and responding appropriately to the pupils' needs.
- To **encourage and support the children to develop positive relationships with each other**, promoting the inclusion and acceptance of all pupils
- To **contribute to planning and the provision of a stimulating range of age-appropriate activities** and ensuring the club is well-resourced and creatively set up, proactively engaging the children in the activities on offer
- To **supervise and assist children as they are served their meal** and as they eat, speaking positively about the food provided and encouraging the children to eat it, and to assist with clearing the dining hall after the children have eaten if required
- To **assist children who are unwell or who are injured**, directing them to First Aiders as appropriate
- To **work flexibly as part of the larger team (including catering staff and sports coaches)**, assisting and supporting colleagues where required, in order to ensure the smooth running of the club and the most positive experience possibly by the children

#### **Support for the School**

- To **promote positive values**, attitudes and good pupil behaviour in line with the school's Christian ethos, dealing promptly with conflict and incidents in line with established policy and to encourage all pupils to take responsibility for their own behaviour
- To **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
- To **proactively communicate with other members of school staff** including After School Club Team Leaders, Senior Leadership Team and Class Teachers, in accordance with school policies, in order to provide support for the children who attend After School Club
- To attend **relevant team meetings as required and to participate in training** and other learning activities and performance development as required
- To be **reliable and punctual**, maintaining required staffing ratios at all times and maintaining confidentiality in and outside of the workplace
- To take on **any other After School Club related duties** as requested by the After School Club team leaders or Senior Leadership team as required

## PERSON SPECIFICATION

## Experience

Desirable

- Experience of a working in a primary school environment
- First aid experience

## Skills & Abilities

## Essential

- Ability to relate well to children and adults
- Basic understanding of child development and learning
- Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these
- The ability to empathise with children from varied backgrounds
- Be approachable, courteous and able to present a positive image of the school
- Be able to demonstrate diplomacy, flexibility and maintain confidentiality
- Ability to prioritise conflicting demands, remain calm and cope with the pressure of a busy school
- Ability to demonstrate use of initiative and to contribute to solving problems to improve the services offered to the children
- Understanding of and sympathy with the Christian ethos of the school
- A sense of humour

Desirable

- Working knowledge of relevant policies/ codes of practice and awareness of relevant legislation

## Qualifications

Desirable

- First aid certificate

