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| **AFTER-SCHOOL CLUB ASSISTANT - JOB DESCRIPTION** | |
| Grade | NJC Pay Scale 2 (pro rata) |
| Working Hours | Monday – Friday 3.00pm – 6.00pm (term time only) |
| Responsible to | The post holder reports to the Headteacher, other main contacts are the Senior Leadership Team and Business Manager. |
| **PURPOSE** | |
| **To**  To assist in leading of all aspects of the day to day organisation of the After-School provision at Prospect Vale Primary School, and providing high standards of care and play opportunities for children in a safe and secure environment.  An After-School Club Assistant has a shared role within the school in helping to raise the social achievements of children. They are responsible for ensuring that whilst children attend after school club they have an enjoyable and safe experience. | |
| MAIN DUTIES AND RESPONSIBILITIES | |
| 1. To assist with day to day management and organisation of the After-School Club ensuring a safe and caring environment at all times. 2. To plan, prepare and deliver a suitable programme of imaginative and innovative activities suitable to the needs and interests of children age 3 - 11-year olds. 3. To plan and prepare nutritious snacks for children. 4. Assist with the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented. 5. To effectively communicate with the children in their care, creating a safe and welcoming environment. 6. Ensure the safe collection of children between the classes and the club. 7. To be responsible for supervising children in the after-school club, playground and others parts of the school, to organise the designated area and playground space appropriately. 8. To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents appropriately. 9. To deal promptly with minor incidents, e.g. cleaning up food spillages, children’s accidents with toileting and changing clothes. 10. To tend to children who are sick or injured in accordance with the school’s accident procedures, administering initial first aid and reporting serious injuries as appropriate. 11. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures. 12. To encourage all children to take part, to co-operate and show respect for others. 13. To ensure that pupils keep out of areas that are out of bounds and don’t leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person. 14. To ensure clear communication with parents/ carers, Business Manager, SLT and Headteacher. 15. To be aware of responsibilities with regards to safeguarding and report any concerns to the Headteacher or Deputy Headteacher. 16. To be aware of Prospect Vale Primary School policies and procedures and ensure these are adhered to. 17. To be professional and a good role model to the children and other staff members, at all times. 18. To provide feedback and work in partnership with parents/carers and school, building and maintaining relationships that encourage trust and open communication. 19. Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters with regard to pupil’s play and behaviour to a relevant teacher or senior member of staff immediately. 20. To participate in training and development activities as required. 21. To be reliable and punctual, and have excellent attendance at work. | |
| In addition, all school employees are expected to:   * Have a full commitment to the Council’s Equal Opportunities Policy and acceptance of personal responsibility for its practical application. All employees are required to comply with and promote the policy and to ensure that discrimination is eliminated in the service of the Authority. * Uphold and comply with the statutory provisions of the Health and Safety at Work Act 1974 and any other associated legislation or Council Policies and procedures.   This Job Description indicates only the main duties and responsibilities of the post. During the course of duties, you may be asked to carry out other tasks that may be reasonably assigned to you. | |
| **SAFEGUARDING** | |
| At Prospect Vale Primary School we are committed to the safeguarding of children and adults. All jobs offers will be subject to a DBS check and two satisfactory written references. | |

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| Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If however, a certain task proves to be unachievable job, redesign will be pursued. |

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| **AFTER SCHOOL CLUB ASSISTANT - PERSON SPECIFICATION** | | |
|  | Essential | Desirable |
| EXPERIENCE |  |  |
| 1. Previous experience of working with children. | **√** |  |
| 1. To demonstrate an interest and involvement in working with children. | **√** |  |
| 1. To have experience of working in an after-school club. |  | **√** |
| SPECIAL ABILITIES / APTITUDES |  |  |
| 1. Knowledge and understanding of child development. | **√** |  |
| 1. Understanding and commitment to good quality childcare. | **√** |  |
| 1. Able to relate to children, teachers, colleagues, parents/carers etc. | **√** |  |
| 1. Understanding and acceptance of the school’s policies and guidelines. | **√** |  |
| 1. Clear and appropriate communication skills. | **√** |  |
| 1. To have high level of organisational skills. | **√** |  |
| 1. Ability to lead and manage other team members. | **√** |  |
| 1. Ability to take on responsibility. | **√** |  |
| 1. Ability to use initiative. | **√** |  |
| 1. Ability to understand, and carry out instructions from Headteacher or designated supervisor. | **√** |  |
| JOB SPECIFIC REQUIREMENTS |  |  |
| 1. Commitment to the Council’s Equal Opportunities Policy and the acceptance of their responsibility for its practical application. | **√** |  |
| 1. Commitment to safeguarding of all children. | **√** |  |
| 1. Ability to maintain confidentiality relating to all school matters. | **√** |  |
| 1. Ability to work under pressure. | **√** |  |
| 1. Willingness to be involved with planning activities that will interest children in an afterschool environment | **√** |  |
| 1. Ability and willingness to provide a written and verbal report of incidents. | **√** |  |
| 1. Interested and motivated towards the job. | **√** |  |
| 1. Willingness to consent to and apply for an enhanced DBS check. | **√** |  |
| EDUCATION AND TRAINING |  |  |
| 1. A suitable childcare qualification. (NVQ level 3 or above in childcare, play work or equivalent) |  | **√** |
| 1. An understanding of basic Health and Safety requirements. | **√** |  |
| 1. First Aid qualification. |  | **√** |
| 1. Basic food hygiene certification. |  | **√** |
| 1. Basic Health and safety certificate. |  | **√** |
| 1. Safeguarding training. |  | **√** |
| 1. Willingness to take part in in-service training. | **√** |  |
| OTHER |  |  |
| 1. Excellent attendance in the work place | **√** |  |