



JOB DESCRIPTION – After School Club Assistant

Job Title: After School Club Assistant
Responsible to: Headteacher
Grade: C SCP 4

Job Purpose: - To be a proactive member of a team providing a safe, stimulating and inclusive environment. To offer full and practical support in the day to day running of the after-school club.

MAIN RESPONSIBILITIES AND DUTIES:

Support for Pupils

- Support children ensuring their safety and access to all activities.
- The preparation and completion of activities to suit a range of children's needs
- Encourage children to interact with one another and engage in play and activities.
- To ensure that mealtimes are a time of pleasant social sharing

Support for Staff

- Promote the inclusion and acceptance of all pupils.
- Be aware of children's problems/achievements and report to appropriate member of staff
- Support in managing pupil behaviour, reporting difficulties as appropriate
- To develop and maintain strong partnerships and communications with parents/carers to facilitate day- to-day caring
- To contribute to all record keeping including accident forms, daily register and any other medical forms/records required for the child's welfare.

Support for club activities

- To contribute to a programme of activities that meet a range of needs and interests of children with other team members.
- To support the provision of a high-quality environment to meet the needs of individual children regardless of any disabilities, family backgrounds or medical history.
- Prepare and maintain equipment/resources as directed by line manager

Support for the school

- Contribute to the overall ethos/work/aims of the school.
- To support the ethos of the school.
- Engage in good team working.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- To understand and respect the need for consistency of care for the children – report for duty on time, maintain regular attendance and report non-attendance through sickness promptly and appropriately

- 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 respect the confidentiality of all information received.

The successful candidate will:

- Able to work positively as a member of a team
- Able to plan exciting activities for children attending our wrap around care
- Enthusiastic, approachable, well-motivated and able to work on own initiative
- Able to communicate well with parents and carers
- Willing to participate in relevant training