



St Andrew's C of E (VA) Primary School

JOB DESCRIPTION

POST TITLE: After School Club Assistant

LOCATION: St Andrew's C of E (VA) Primary School

GRADE: Grade C

MAIN PURPOSE OF JOB: To work under the direction and guidance of the Headteacher, assisting them in providing a caring and secure environment in the after-school club. To assist the manager to develop and organize appropriate ranges of leisure activities for the pupils. To supervise pupils and foster good working relationships with them, their families and staff

* Where reference is given to 'pupils', this may include those with special/additional needs. At St Andrew's we promote the inclusion and acceptance of all pupils, ensuring they have equal opportunities. Where a child has exceptional health or care needs, attendance at after school club will be carefully assessed in advance to ensure the environment, level of staffing and care requirements can be met.

Line Management

1. Overall responsibility to Headteacher
 2. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection
- This post has no line management responsibilities.

Key Roles and Responsibilities

Environment:

- To create a safe, welcoming and inclusive environment for all children
- Encourage good table manners and eating habits among pupils, encouraging healthy eating in their choice of meals/snacks
- To be reliable and punctual, always maintaining staffing ratios
- To be professional and a good role model to the pupils and other staff members
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, to ensure the smooth running of the after-school club
- Deal with accidents or spillages, ensuring these do not cause a safety hazard to others
- Ensure the facilities are left clean and tidy

Activities:

- To provide safe, creative and appropriate play opportunities including organising the activity programme, preparing activities and setting out resources
- Play with pupils as well as help them with positive play, encouraging cooperation and creativity, modelling and initiating where required
- To consult with the pupils and involve them in the planning of activities, ensuring they are enjoyable and meet the needs of all age ranges present
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child



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Pupil Wellbeing

- To share responsibility for the welfare of all children at the after-school club, following systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any safeguarding concerns immediately in line with academy procedures and systems
- To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
- Be aware of special/restricted dietary needs
- Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff
- Assist pupils with resolving conflict, report it to class Teacher
- Maintain confidentiality in relation to all pupil information received and report problems/issues and significant matters about pupil's play and behaviour to a relevant teacher or senior member of staff immediately
- Attend to minor accidents and report using school systems
- Attend to the care of younger pupils with toileting accidents etc.
- Attend to the pupils' personal needs and implement related personal programs with supervision from another member of staff wherever possible. This may require intimate care for some pupils with a diagnosed medical need.

General:

- Be aware of and comply with policies and procedures of St. Andrew's C of E Primary School, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant training and meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the school at the time.

Acceptance of this Job Description

On behalf of St. Andrew's C of E Primary	On behalf of employee
Signed:	Signed:
Printed Name:	Printed Name:
Position:	Position:
Date:	Date: