



## TEACH POOLE – MULTI ACADEMY TRUST

### JOB DESCRIPTION

Job Title:	<b>After School Club Assistant</b>
School:	<b>TEACH Poole (post held at CHIS/CHJS)</b>
Salary Grade:	<b>Grade C (Point 3-4)</b>
Responsible to:	<b>After School Club Coordinator</b>
Responsible for:	<b>N/A</b>
Contracted Hours:	<b>7.5 hours per week</b>
Working Times:	<b>3.00 pm – 4.30 pm Monday to Friday</b>

#### Main Job Purpose

- 1) Support the school's After School club in providing pupils with a safe, hygienic, fun and educational environment at the end of the school day.
- 2) Assist with the planning of menus and the purchasing of food.

#### Main Responsibilities and Duties

- 1) Assist in providing the children at the after school club with a healthy light supper and/or healthy snacks and drinks
- 2) To assist with the safe transporting of children from other TEACH schools to the after school club.
- 3) Ensure pupils eat in a safe, hygienic way, promoting good manners and healthy eating.
- 4) Assist in organising games and activities with groups of children to ensure their safety and their physical, emotional and educational development.
- 5) Support children who are undertaking homework activities during club sessions
- 6) Promote and reinforce children's self-esteem.
- 7) Encourage children to help tidy up at the end of the session.
- 8) Assist in ensuring that food/equipment orders are made in good time.
- 9) Assist with the safe use and storage of equipment.
- 10) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and taking appropriate action should the need arise.
- 11) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge, and ensuring that the school office is informed.

- 12) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 13) Comply with all decisions, policies and standing orders of the Trust and the Borough of Poole; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 14) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure.

### **Supervision and Management of People**

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

### **Knowledge and Skills**

- 1) A food hygiene certificate is required.
- 2) Experience of working in a school or similar establishment.
- 3) Good interpersonal skills and an ability to communicate well with pupils.
- 4) An understanding of the elements of healthy eating.
- 5) An understanding of the school's behaviour management policy and procedures and an ability to implement them.
- 6) Good understanding of Child Safeguarding issues.

### **Creativity and Innovation**

- 1) Work is largely regulated by laid down procedures, but needs occasional creative skills to deal with routine problems.

### **Contacts and Relationships**

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures.
- 2) There is some scope for dealing with issues where the outcome may not be straightforward.

### **Decisions**

- 1) Work is carried out within the school's clearly defined policies and procedures.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

### **Resources**

- 1) Assist with the proper use and safekeeping of kitchen equipment used in the preparation of meals and snacks.
- 2) Be responsible for ensuring that pupils safely and carefully use crockery and cutlery during the meal period.

## **Work Environment**

- 1) The post holder may be required to deal with routine issues which arise but which will not involve any significant change to the programme.
- 2) The post holder may be required to exert moderate physical effort, as some movement of furniture may be required.
- 3) The post holder will be expected to challenge behaviour of pupils.
- 4) There will be a requirement to attend to pupils with soiled clothing due to sickness or toileting problems, which may include cleaning up soiled surfaces.

Prepared by: TEACH Poole  
Date: April 2020



## PERSON SPECIFICATION

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<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with children</li> </ul>	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• Basic hygiene certificate</li> <li>• Willingness to attend school based training</li> </ul>	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs</li> <li>• Good interpersonal skills</li> <li>• Ability to work to deadlines</li> <li>• Good organisational skills</li> <li>• Ability to manage some challenging behaviour from pupils</li> <li>• Ability to handle confidential information with discretion</li> </ul>	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Health &amp; Hygiene regulations</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of school's fire and emergency procedures</li> <li>• Knowledge of Child Safeguarding procedures</li> </ul>	Application form Interview References
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• Self motivated</li> <li>• Team player</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• A flexible and adaptable approach</li> <li>• Commitment to Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	Application form Interview References DBS process