

Job Description **After School Club Assistant Level 1**

Start Date:	asap
Responsible to:	Headteacher
Location:	St Clement's and St John's CE Infant School
Grade:	Grade 2 SCP 2-4 (£11.59 - £11.98 per hour)
Hours of work:	3pm – 5.40pm, Term time only (not working inset days)
Contract Basis:	Fixed Term
Disclosure Level:	Enhanced Disclosure & Barring Service Check with child barred list check

Job Purpose and Objectives

- To work as part of the Wrap-Around Care Team, under the general direction of the Before/Afterschool Club SLT Leader.
- To provide safe, high quality care for young children whilst maintaining a stimulating and enjoyable environment.
- Wrap-Around Care Assistants at this level may work with large or small groups of pupils

Safeguarding

Coastal Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.

The successful candidate will be required to demonstrate that they meet the essential elements of the person specification and will be subject to pre-employment checks including a health check, online searches, Enhanced DBS check and satisfactory references.

Main Duties and Responsibilities

- Set up a welcoming environment for children and other adults.
- Providing feedback for staff/parents about children's eating habits and experience.
- Be responsible for ensuring children are signed in and out of school appropriately
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Regularly utilising appropriate behaviour management skills in line with the school's relevant policies, as well as those skills necessary to promote children's thinking.
- Working to establish a supportive relationship with the children and parents concerned.
- Liaising with parents/carers and ensuring each child's needs are recognised and met.
- To advise the DSL of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary.
- To be aware of special needs a child may have and to familiarise oneself with relevant play and learning plans.
- To care for children, offering an appropriate level of support and stimulation.

- To attend staff training courses as and when required.
- To undertake any other reasonable duties as directed by the Before/Afterschool Club Assistant Leader.

Arrangements for Performance Management

- Performance Management will be carried out on an annual basis and be related to the responsibilities outlined in the job description.
- The Performance Management meeting will evaluate achievements, agree areas for development, set appropriate targets, and examine potential training requirements, changes and actions to be taken.

Whilst every effort has been made to explain the main duties and responsibilities of the After School Club Assistant role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by their Headteacher.

Person Specification **Afterschool Club Assistant**

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience • Evidence of, and commitment to, continuing professional development 	<ul style="list-style-type: none"> • Basic First Aid training • Food Hygiene training
Experience	<ul style="list-style-type: none"> • Experience of working with children • Experience of working with children in an educational environment 	<ul style="list-style-type: none"> • Experience of working with children who have a variety of educational needs
Professional Knowledge	<ul style="list-style-type: none"> • Understanding of the school's health and safety policy • Understanding of basic first aid procedures • Understanding of food hygiene • Knowledge of school's behaviour and management policy and procedures • Knowledge of Child Safeguarding 	<ul style="list-style-type: none"> • Commitment to the school's wider community
Professional skills & abilities	<ul style="list-style-type: none"> • Excellent verbal communication skills • Patience and commitment • Ability to remain calm and make decisions whilst under pressure • Ability to work under own initiative • Ability to respond sensitively and flexibly to competing demands from pupils • Ability to handle confidential information with discretion • Ability to cope with personal hygiene needs and respond sensitively to pupils' needs • Ability to work with individuals and small groups of children. • Willing to undertake training as required • Satisfactory DBS clearance (will be confirmed as part of pre-employment checks) 	<ul style="list-style-type: none"> • Excellent evaluation and monitoring skills
Physical skills & abilities	<ul style="list-style-type: none"> • Ability to work with and control children showing care and understanding 	<ul style="list-style-type: none"> • Able to exert moderate physical effort; crouching or bending when working with pupils

Whilst originally based at St Clement's and St John's Infant School, the post holder will be required to travel to other local sites, including other CLP schools.