

Job Description **After School Club Assistant**

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| Start Date: | February 2024 |
| Responsible to: | Breakfast Club leader |
| Location: | Courthill Infant School |
| Grade: | Grade D, SCP 5-6 (£12.18 - £12.38 per hour) |
| Disclosure Level: | Enhanced Disclosure & Barring Service Check |

Job Purpose & Objectives

To work as part of the Wrap Around Care Team, under the general direction of the Before/Afterschool Club 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 & Responsibilities

1. Set up a welcoming environment for children and other adults.
2. Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience.
3. Be responsible for ensuring children are signed in and out of school appropriately
4. 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.
5. Working to establish a supportive relationship with the children and parents concerned.
6. Liaising with parents/carers and ensuring each child's needs are recognised and met.
7. To advise the DSL of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary.
8. To be aware of special needs a child may have and to familiarise oneself with relevant play and learning plans.
9. To care for children, offering an appropriate level of support and stimulation.
10. To attend staff training courses as and when required.
11. To undertake any other reasonable duties as directed by the Before / Afterschool Club Leader.

Additional Information

- 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 take appropriate action should the need arise.
- Retain the confidentiality of all aspects of school life.
- Comply with all decisions and policies of the school and Coastal Learning Partnership; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's procedures.

Work Environment

- The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities. There may be an occasional need to physically support pupils for safety or care needs.
- The post holder will be expected to model excellent behaviours and challenge behaviour of pupils when not meeting these standards.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems.

Supervisory / Managerial Responsibility

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

Career / Salary Progression

- Professional development of the role is encouraged by the trust and the Operations Manager will undertake to arrange this, where possible, on request.

Safeguarding Responsibilities

- Be aware of who is the school's Designated Safeguarding Lead.
- To strictly follow the school's policy and procedure for safeguarding children.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's procedures.

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Headteacher (in consultation with the post holder) to reflect the changing work composition of the school.

This is an outline job description only and the post holder will be expected to undertake the duties commensurate within the range and grade of the post or any lesser duties as directed by the Headteacher

Person Specification **Before School Club Assistant**

| Criteria | Essential | Desirable |
|---------------------------------|--|--|
| Qualifications: | | <ul style="list-style-type: none"> • Basic First Aid training • Food Hygiene training • NVQ Level 2/3 or equivalent or working towards this |
| 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 | <ul style="list-style-type: none"> • Knowledge of school's behaviour and management policy and procedures • Knowledge of Child Safeguarding |
| 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 Good organisational and planning skills • 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 Courthill Infant School, the post holder will be required to travel to other local sites, including other CLP schools.