

Before/After School Club Assistant

**Job Purpose:**

* To ensure that the health and safety needs of each individual child are met at all times
* To stimulate, encourage and develop children’s play in a positive way enabling them to play appropriately and creatively, individually or in groups
* Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil’s special needs, make these part of the play experience wherever possible
* Foster an atmosphere of mutual respect and demonstrate the behavioral and equal opportunity policies of the school effectively at all times by challenging inappropriate behaviours
* To promote the school’s ethos and values.

**Duties and Responsibilities:**

* Support in the planning and provision of a range of stimulating activities and create work and play to encourage and develop each child
* Reflect on practice and daily routines to ensure they are tailored to the children attending
* Reliable and punctual
* Be aware of and support school policies and procedures.
* Work as part of the whole school team to ensure the best outcomes for all pupils.
* Attend appropriate staff training and meetings.
* Be aware of own professional development.
* Report any concerns regarding the pupil’s welfare or education as per school policies and procedures.
* Be aware of suspected or actual cases of child abuse, referring such matters to the school’s safeguarding lead for further action.
* Be proactive in matters relating to health and safety.

**Contractual hours:**

Before School Club 7.30 am to 8.30 am

After School Club 3pm to 6pm

Term time only

**Supervision received:**

School Business Manager

**Principle contacts:**

SLT, School staff, pupils and parents.

**Special conditions:**

This job description sets out the main duties of the post at the date of writing. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

**Personal Specification**

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|  | Essential | Desirable | Assessment |
| Education & Qualifications | GCSE C or above in Maths & English | NVQ Level 3 in Play work/Childcare or equivalent | Application FormCertification |
| Skills and Abilities | Good degree of empathyGood verbal communicatorGood customer serviceGood organizational skills |  | Application FormInterviewReferencesProbation Period |
| Experience | Relevant childcare experience | Previous experience of working within a school or club | Application FormInterviewReferences |
| Knowledge | Awareness of good childcare practiceBasic child development | Health & SafetyFirst Aid qualified | Application FormInterviewProbation Period |
| Disposition | Warm, friendly and responsiveHonest, trustworthy and reliableFlexible approachTeam player | ReflectiveCreativeCommitment to continuous improvement  | Application FormInterviewReferencesProbation |