

## After School Club Assistant

### Overview

#### Job Purpose:

Working with the After School Care Manager, you will be responsible for the development and daily supervision of the after school club, providing a safe, caring and stimulating environment for children. To work in partnership with parents and carers, and to promote the wellbeing of the children. To develop, implement and review the policies, procedures and practices within the after school club in line with the agreed principles of the school ethos.

### Main Duties

This job description indicates the range of duties involved, it is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

#### Duties/Key Responsibilities:

- Undertake the daily supervision of the after-school club, developing and maintaining high standards throughout to ensure the welfare of the children at all times
- Ensure children have access to well-planned appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to
- Maintain the after-school club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the after-school club to ensure the safety and wellbeing of all those who use and work in the club.
- To supervise the safe escorting of children to ensure their wellbeing at all times.
- Take a key role in suitably, equipping the after-school club in order to provide a stimulating environment for the children and implement policies and procedures within the school club.
- Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
- Deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- Report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the before/after school club, or any other issues that may be relevant.
- Promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- The After School Assistant will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

#### General:

- To attend relevant training and meetings as required.
- To respect and ensure confidentiality is always adhered to.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with SLT.



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- To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- BPS is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

### Other Activities:

- To carry out any other duties reasonably requested by the Line Manager

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of SLT

### Person Specification

#### Qualifications

GCSE Maths and English grade 4 and above	Essential
Studying a childcare qualification desirable but not essential	Desirable
Early Years Educator Level 3 desirable but not essential	Desirable

#### Experience

No previous experience required but an enthusiasm for childcare is a must	
Experience of working in a school or Nursery	Desirable
Experience of running extra-curricular activities desirable but not essential.	Desirable

#### Personal Attributes

- A commitment to safeguarding and promoting the welfare of children and young people
- High levels of personal and professional integrity
- Personal warmth, good rapport with pupils, colleagues and parents
- Appropriate levels of personal presentation
- A team player
- A reflective and flexible approach
- Organised and able to self-direct
- Positive, enthusiastic and energetic approach to life, with a can-do attitude
- Ability to think creatively and imaginatively
- Committed to the School's ethos and to representing the strategic vision for the School

Due to the nature of this role requiring the applicant to be included in childcare ratios, we can only accept applications from those over the age of 17.

All positions are subject to an Enhanced Disclosure and Barring check from the Disclosure and Barring Service (DBS) and shortlisted candidates will be subject to an online check.