

Afterschool Club Assistant Job Description

Title of post: Afterschool Club Assistant
Salary: Scale 1, SCP 2-3
Contracted working weeks: Term time only
Hours per week: 11.50
Daily working hours: Monday – Thursday 3.00pm to 5.30pm Friday 3.00pm – 4.30pm

Job Role

The Afterschool Club Assistant will assist in the day-to-day organisation of the “Wraparound” afterschool club and contribute to providing a safe, caring and stimulating environment for children.

Principal Duties

- Register children on entry to Wraparound at the end of the school day, ensuring safeguarding procedures are followed.
- Assist in the delivery of creative and appropriate play opportunities in a safe, caring and stimulating environment by providing a programme of activities that meet individual needs.
- Assist in the day-to-day administration, record keeping, ordering of materials and equipment.
- Assist in the preparation of nutritious and well-balanced snacks and small meals – following School Food Standards and EYFS Nutrition Guidance.
- Ensure the tidiness and cleanliness of the facility and equipment, ensuring the designated area is clean and safe during the clubs operation.
- Develop a positive relationship with parents/carers and be sensitive to their needs
- This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English as stated in the person specification.

Health & Safety

- Administer first aid, recording and reporting details in line with school’s procedures.
- Be aware of and support pupils with medical/dietary needs
- Observe pupils and the environment and take action to minimise any health and safety risks
- Record details of incidents in line with the school’s reporting procedures
- Feedback concerns relating to pupils’ health and safety to a senior member of staff
- To recognise health and safety is a responsibility of every employee, to take reasonable care of self and others and to comply with the school’s Health and Safety policy and any school specific procedures / rules that apply to this role.

Behaviour

- Manage the behaviour of children in Wraparound.
- Make sure children tidy up after themselves and when using play resources/equipment
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy

Safeguarding

- Carry out the supervision of children reporting any events/observations/ concerns via school's safeguarding platform CPOMS.
- Make sure pupils remain on the school premises until collected by appropriate adult.
- Look out for any unidentified visitors within school and follow the school's procedures for approaching/reporting individuals
- Promote the welfare of children and support the school in safeguarding children through relevant policies and procedures.
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Other areas of responsibility

- Contribute to the overall ethos/work/aims of the school. All adults should be modelling good manners, courtesy, communication between each other as well as with the children.
- Appreciate and support the role of other professionals. Support all members of the team – all adults are there for the benefit of the children. Children pick up on the tensions and lack of communication between adults.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To promote equality as an integral part of the role and to treat everyone with fairness and dignity.

This is illustrative of the general nature and responsibilities of the role. It is not a comprehensive list of duties and other tasks may be directed by the Headteacher.

An annual review of this job description takes place as part of our performance management.

Afterschool Club Assistant

CRITERIA	QUALITIES
Qualifications and training	➤ NVQ Level 2 qualification in play / child care or equivalent (desirable)
	➤ Food Hygiene Qualification, or willingness to complete it
	➤ Paediatric First-aid training, or willingness to complete it
Experience	➤ Experience working with children / young people in a school environment or other educational setting
	➤ An awareness of how to deal with children of different ages
Skills and knowledge	➤ Knowledge of guidance and requirements around safeguarding children
	➤ Understanding of Health & Safety within a school environment
	➤ Understanding of equal opportunities and special educational needs
	➤ The ability to work as part of a team but also independently if required
	➤ The ability to be sympathetic to the individual needs of children in the school whilst supporting the school discipline system
	➤ Excellent communication skills
Personal qualities	➤ Enjoyment of working with children, with sensitivity and understanding.
	➤ Punctual, courteous, encouraging and vigilant
	➤ Commitment to maintaining confidentiality at all times
	➤ Commitment to safeguarding pupil's wellbeing and equality
	➤ Develop good relationships with others by behaving with integrity, treating people with respect and leading by example
	➤ Team player and excellent interpersonal skills
Fluency Duty	<p>➤ This post has been identified as a customer facing role and therefore the school is required to fulfil their statutory duty under Part 7 of the Immigration Act 2016.</p> <p>As a public body the School is obliged to ensure members of staff in such roles are able to have a command of spoken English which is sufficient to enable the effective performance of their role.</p> <p>➤ Level of English fluency required:</p> <p>Can understand a wide range of demanding, longer clauses, and recognise implicit meaning.</p> <p>Can express ideas fluently and spontaneously without much obvious searching for expressions.</p> <p>Can use language flexibly and effectively for social, academic and professional purposes.</p>