



## **Job Description and Person Spec**

### **Job details**

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Job title:        After School Club Assistant  
Reporting to:   Office Manager  
Salary:            NJC 1 point 1

### **Job description**

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- To supervise children attending the After School Club, providing appropriate activities, encouraging co-operation, securing their safety, monitoring well-being and ensuring good behaviour.

### **Supervise the children**

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- Supervise children eating snack, being seated, clearing away crockery, moving to activities as appropriate.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children.
- Take pride in providing enjoyable activities for pupils.
- Build up warm and positive relationships with pupils.
- Consider the needs of pupils in all decisions about the club.
- Goes out of their way to be helpful towards pupils. Anticipates pupils needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Remain tactful when talking to pupils.
- Promote and safeguard the welfare of children that you are responsible for or come into contact with.

### **Additional responsibilities**

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- Maintain a register of children attending.
- Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.
- Assist in preparing the After School Club facilities and activities.
- Recognise the quality of the After School Club has an impact on learning and on pupils' attitude to school.



- Attend regular meetings and training.
- Acknowledge all colleagues in a friendly and helpful way.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the need for team working e.g. help new starters settle into the school.
- Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding.
- Treat all colleagues in a courteous and helpful manner, challenging any discriminating behaviour.
- Participate in 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.



### Person Spec

	Essential	Desirable
<b>Qualifications</b> Level 2 in childcare and development or equivalent		✓
<b>Experience</b> Working with or caring for pupils of relevant age	✓	
<b>Knowledge</b> <ul style="list-style-type: none"> <li>➤ Understanding of relevant policies/codes of practice and awareness of relevant legislation</li> <li>➤ Commitment to and understanding of Equal Opportunities</li> <li>➤ Basic understanding of child development and learning</li> <li>➤ Basic food hygiene</li> <li>➤ Appropriate knowledge of first aid</li> <li>➤ Basic Health and Safety</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	
<b>Skills</b> <ul style="list-style-type: none"> <li>➤ Confidence in dealing with children, maintaining discipline, motivation and ensuring well being of children including acting on bullying</li> <li>➤ Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>➤ Ability to maintain confidentiality at all times</li> <li>➤ Ability to work constructively as part of a team</li> <li>➤ Ability to promote school when talking with visitors, colleagues and members of the community.</li> <li>➤ Display commitment to the protection and safeguarding of children and young people</li> </ul>	✓ ✓ ✓ ✓ ✓ ✓	