

JOB DESCRIPTION		
DIRECTORATE: Learning, Culture and Children's Services		DEPARTMENT:
JOB TITLE: After School Club Assistant		POST NUMBER:
REPORTS TO: 1. Headteacher 2. After School Club Leader		Current Grade: Grade 3
1.	MAIN PURPOSE OF JOB To work under the guidance of Headteacher, within an agreed system of supervision, to assist with the implementation and delivery of a care and activity programme for children.	
2.	CORE RESPONSIBILITIES, TASKS & DUTIES:	
	i	To work in a team to provide high quality childcare and a suitable programme of activities for up to 40 children within a positive, safe and happy environment.
	ii	Uses specific skills, knowledge and experience with and of the children to support their access to activities.
	iii	Prepares the room for sessions and clears away afterwards.
	iv	Assists with record keeping, monitoring and routine administration tasks as directed by the After School Club Leader.
	v	Assists with the preparation of resources and displays and the maintenance of equipment.
	vi	Helps to ensure activities positively reflect cultural diversity, promote community cohesion and equality of opportunity and that they are fully inclusive.
	vii	Takes responsibility for preparing the room and resources for the planned activity and care programme to take place. Ensures the hygienic preparation of refreshments and the safe condition of equipment.
	viii	Follows all After School Club policies and procedures, in particular: Health, Safety and Security Policies, Child Protection Policy, Anti-Bullying Policy, Behaviour Management Policy, Inclusion Policy, Equality Policies and Confidentiality and Data Protection Policies.
	ix	Participates as required in the school's performance management and supervision systems and take part in appropriate training and development activities
	x	Makes appropriate use of ICT and adhere to policies relating to it, within their work in line with the school's systems of working
	xi	Contributes to the overall ethos, work and aims of the school and demonstrates professionalism.
	xiii	Help ensure the club adheres to legislative requirements and national standards.
3.	SUPERVISION / MANAGEMENT OF PEOPLE - None	
4.	CREATIVITY & INNOVATION <ul style="list-style-type: none"> Builds and maintains positive and professional relationships with parents. Monitors and is responsive to children's behaviour, personal needs and communication. 	
5.	CONTACTS & RELATIONSHIPS Internal: <ul style="list-style-type: none"> Assists in developing children's learning, self care skills and in managing behaviour on a daily basis. Meets pupils' personal and social needs on a daily basis. Takes part in meetings as required. Works in collaboration with other support staff and volunteers. Works cooperatively and collaboratively with other adults in the setting. External:	

	Some contact with other external professionals and parents when required.
6.	DECISIONS – discretion and consequences <ul style="list-style-type: none"> Takes action to meet pupils' needs as they arise to avoid undue physical or mental stress. Communicates information effectively to the After School Club Leader, other professionals and parents whenever the need arises.
7.	RESOURCES - None
8.	WORK ENVIRONMENT – Work demands <ul style="list-style-type: none"> To implement activities as planned. Work may be subject to some change and interruption. Physical demands <ul style="list-style-type: none"> Will involve both sitting with children and periods of physical activity, involving bending, crouching, lifting, walking and running. May also be required to meet children's personal care needs, undertake physical interventions with children, move children with physical disabilities etc., following approved procedures. Will involve some moving of play equipment. Working conditions <ul style="list-style-type: none"> Work takes place in play environment and will include outside activities e.g. supervision of playground and sports field activities in all weather conditions as required. Work context <ul style="list-style-type: none"> May need to resolve situations where conflict can arise. Risk of injury from moving and handling children with physical disabilities and from caring for and working with small children. Risk of exposure to bodily fluids when assisting children with personal hygiene. Risk of infection when dealing with unwell children.
9.	KNOWLEDGE & SKILLS <ul style="list-style-type: none"> Communication skills Knowledge of child development and children's personal development needs Knowledge of strategies which promote good behaviour and discipline Ability to participate fully in planned physical interventions, in children personal care routines and in moving and handling children with physical disabilities safely, using appropriate mechanical and other lifting devices, following recognised procedures.
10.	Position of Job in Organisation Structure <div style="text-align: center; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> Job reports to: Senior Management Team After School Club Coordinator </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px; width: 40%;"> THIS JOB: After School Club Assistant </div> <div style="border: 1px solid black; padding: 5px; width: 30%;"> Other jobs at this level: TA L1, Admin Level 2 </div> </div> <div style="border: 1px solid black; padding: 5px; width: 60%; margin-top: 10px; margin-left: auto; margin-right: auto;"> Jobs reporting up to this one: None </div> </div>

Job Description agreed by:	Name:	Signature:	Date:
Job Holder			
Manager			