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**After School Care Assistant Job Description**

**JOB TITLE:** After School Care Assistant

**LINE MANAGER:** After School Care Manager

**PURPOSE OF JOB:** To assist in the support and inclusion of all pupils who attend After School Care

**HOURS**: Monday to Friday, 2.45pm – 6.30pm, Term Time Only

**JOB DUTIES:**

• To create a safe and happy environment in which children, aged 2 ½ -11 years, can play.

• To supervise children at play and, Weather permitting, supervise children in the outside play area

• Log children in on arrival and out on departure, liaising with parents

• To set out, in conjunction with the After School Care Manager, a variety of age appropriate activities, games, crafts, construction in which children may participate

• To provide a quiet space and offer support, as applicable, to children wishing to complete homework

• To serve tea to pupils (this is prepared by the Chef Manager).

• To ensure a high standard of behaviour, both at the table (i.e. table manners) and during play sessions (e.g. sharing and respect for equipment)

• Maintain a tidy area and clear away at the end of the session

• To stay behind if necessary once After School Care is finished to ensure all children have been collected by a relevant parent or guardian.

• To provide additional (extended hours) support at Parents’ Evenings and to attend school events as appropriate. Support PTA events such as the Christmas Fair, Family Event etc

•To be aware of all the relevant safeguarding and health and safety requirements

• To be aware of / follow school policies and procedures

• To maintain confidentiality about home-school / pupil-teacher/ school work matters.

• Attend to children’s physical welfare such as changing after toilet accidents, sickness and support when ill. To provide First Aid as necessary.

• To participate in professional development and to attend Inset days incorporating staff training and staff meetings and line management meetings

• To complete any other task as directed by the After School Care Manager or Senior Leadership Team (SLT)

**After School Care Assistant Person Specification**

***Personal education and qualifications - Desirable***

1. To have qualifications in Maths and English GCSE, grade C or above or equivalent.

2. To have a full and relevant Level 3 qualification or higher education

qualifications.

3. Paediatric First Aid and Safeguarding Awareness Level 2 training

4. Experience in a similar setting would be an advantage

***Essential***

5. To have the ability to speak and write clearly.

***E. Training and personal development***

1. To demonstrate a willingness to undertake appropriate training in line with the

school’s needs.

***F. Personal qualities***

1. To have the ability to relate well to pupils and adults, understanding their needs and

being able to respond accordingly.

2. To be reliable, enthusiastic, adaptable, discreet and tolerant

2. To work as a team member, building a good working rapport with colleagues.

3. To maintain the ethos of the school as set by the Headteacher and Governing Body.

4. To be flexible and willing to contribute to the wider needs of the school.