



Job Description

Post title	After School Club Assistant
Academy	Haberdashers' Aske's Hatcham Temple Grove Free School
Grade	Band 1, S2, (£17,677) on the Aske's Support scale, pro rata – 15 hours p/w, 38 weeks plus holiday
Responsible to	After School Club Leader

Summary of the overall purpose of the job

This role is being created to appoint someone who is passionate about all aspects of childcare and education, and able to bring new ideas and assist in running an After School Club for pupils between the ages of 4 and 11. To assist the After School Club Leader in supervising children attending the Club, provide appropriate activities, encourage cooperation, secure their safety, monitor well-being and ensure good behaviour. You will need to have a caring and dynamic approach.

Key responsibilities and objectives of the job

- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground 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 readiness for class; 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 snack and activities for pupils
- Build up warm and positive relationships with pupils
- Considers 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
- Speak clearly and listens carefully to pupils, using questions to check understanding
- Remain tactful when talking to pupils

General responsibilities and objectives

- To promote the principle of equal opportunities in the College
- To promote a single College ethos
- To promote the College's commitment to the continued professional development of all staff
- To undertake any duties as may reasonably be required by the CEO or Principal
- To work within the College framework with regard to Health and Safety
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the Academy's safeguarding policies
- 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 snacks, facilities and activities to ensure the quality standards agreed are met
- Acknowledge all colleagues in a friendly and helpful way
- Build effective working relationships with others by being open and honest
- Acknowledge the need for team working e.g. help new starters settle into the club
- 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
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. Demonstrate an understanding of and a commitment to the Council's Equal Opportunities policies and to the standards of customer care
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management

The job description will be subject to reasonable review

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date JD was agreed: November 2017

Person Specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
NVQ level 4 in Child Care/Playwork or equivalent	✓		AP,I, R, AS
Experience			
• Excellent communication skills	✓		AP,I, R
• Recent experience of working with children age 4-11	✓		AP,I, R
• Effective teaching and learning styles	✓		AS,I,R
• Will have knowledge of the theory and practice of providing effectively for the individual needs of all children (e.g. organisation of activities and learning strategies)	✓		AP,I,R
• Good knowledge and understanding of equal opportunities and special educational needs	✓		AP,I,R
• Relevant supervisory/management experience		✓	AP,I, R
• Experience of working with children with individual needs		✓	AP,I,R
• Ability to inspire, demonstrate and support the highest of expectations for all	✓		I, AS, R
• Experience of monitoring and evaluation practices	✓		I, R, AP
• Experience in behaviour management		✓	AP, I
• Ability to oversee a budget and prioritise spending	✓		AP, I, R
• Ability to continue to develop the school's response to its changing community	✓		I, AS
Personal characteristics/other requirements			
• Ability to motivate, develop and inspire others: both colleagues and students	✓		I,AP, R, P
• Knowledge of the Ofsted Framework and Safeguarding requirements		✓	AS,I,R
• The statutory requirements of legislation concerning Equal Opportunities, Health & Safety, SEN and Child Protection		✓	AP,AS,I, R

• Promote the school's aims positively, and use effective strategies to monitor motivation and morale	✓		AP,AS,I,R
• Develop good personal relationships within a team		✓	AP,AS,I
• Establish and develop close relationships with parents, governors and the community		✓	AP,AS,I
• Communicate effectively (both orally and in writing) to a variety of audiences	✓		AP,AS,I
• Believe and contribute to our school ethos 'Working together to be the best we can'	✓		AP,AS,I, R
• Create a happy, challenging and effective learning environment		✓	AP,AS,I
• Commitment to safeguarding and promoting the welfare of children and young people		✓	AP,AS,I
• Enjoys the humour and diversity of children		✓	AP,AS,I
• Be a part our 'can do' culture and demonstrate that you can go 'above and beyond'		✓	AP,AS,I
• Ambitious for further development and promotion in due course		✓	AP,AS,I
• Leads by example with high professional standards	✓		AP,AS,I