

Job Description: Late Class Assistant

The Pointer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:

The post holder will undertake the role of late class assistant.

To work with and support members of the teaching staff in ensuring that pupils receive the highest possible standards of care and education, becoming safe, secure and successful. This may involve:

- Being aware of child protection issues, identifying and monitoring suspected child abuse and children at risk, reporting to the designated child protection officer;
- Ensuring that pupils are safe and happy in the school environment (actively working to promote child protection);
- Producing and maintaining a welcoming and stimulating environment;
- Encouraging pupils to work and play independently;
- Serving children with a light snack upon arrival in Late class
- Being aware of individual dietary requirements when serving food
- Setting up and clearing away resources
- Tidying and keeping the late class setting in good order;
- Working with staff to maintain good standards of behaviour;
- Working with staff to promote respectful behaviour towards pupils and staff
- Engaging with children whilst they undertake free and organised play
- Undertaking craft activities as part of the Late class structured activities

You may also be required to undertake such other comparable duties as the Head requires from time to time.