

Dulwich Hamlet

Junior School



Job Description

After School Care Assistant

Please note that this job description is not a comprehensive definition of the post. It is flexible and may be amended to reflect additional expectations should a suitable candidate take on extra responsibilities.

Grade: 3

Spine point: 10

Reports to:

Breakfast & After School Care Manager

Responsible for:

Supervision and care of pupils during after school care

Overview of Role

Assisting the ASC Manager as part of a team in contributing to the maintenance of a caring environment and securing the safety and welfare of pupils during after school care. This will involve effective supervision of pupils on the school site, leading children in a range of play activities, and ensuring that the children eat meals safely and behave appropriately.

Key duties

Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.

I. Supervision and care of pupils during after school care, on the school premises including outside areas

- Assisting in the provision of a variety of appropriate play opportunities for children. Preparing for and leading groups of children in sport, play, craft and learning activities
- Understanding and responding to the needs of individual children and tailoring activities accordingly
- Encouraging children to interact with others and engage in organised activities
- Supervising children to ensure safe use of equipment and facilities
- Where appropriate, assisting/supervising pupils with their general hygiene requirements (washing, toileting etc., in accordance with school policy)
- Dealing with any inappropriate behaviour that may occur, by intervention or calling for assistance, reporting incidents to the ASC Supervisor in person and if necessary, recording in writing for entry onto the school's management information system
- Assisting with the preparation of evening snack/meal
- Sharing responsibility with other after school care staff for the maintenance of order as the children eat tea

- Encouraging children to eat, especially those with special needs or disabilities. Being aware of children on restricted diets, for reasons such as medical need, from information provided. Assisting children with cutting up food and pouring liquids where necessary
- Communicating with parents and carers

2. Associated ancillary duties

- Checking toilet areas regularly
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures. Administering basic first aid and recording all first aid incidents
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with school policies
- Liaising effectively and professionally with other after school care staff, teachers and parents and carers
- Participating in appropriate training as required, e.g. safeguarding, first aid

Conditions of service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by Dulwich Hamlet Educational Trust.

Child Protection

- To having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Dulwich Hamlet Educational Trust's Safeguarding Policy.

Equal opportunity

- The post holder will be expected to carry out all duties in the context of and compliance with the Trust's Equality Policy.