



**QUAINTON
HALL**
JOHN LYON'S PREP SCHOOL



BEFORE SCHOOL CLUB ASSISTANT

Quinton Hall School

(A John Lyon School)

JOB DESCRIPTION

Reports to: Deputy Head

This position will involve contact with children and will amount to 'regulated activity'.

ABOUT QUAINTON HALL

Quinton Hall School is a thriving IAPS co-educational Preparatory School dedicated to the education of boys and girls between the ages of 3 and 11 years.

Children enjoy a broad and inclusive education, firmly centred on the core values of respect, integrity, determination and humility. With an emphasis on achievement, we believe in setting high expectations, leading by example and creating a secure, positive and inspiring learning environment where our pupils can feel challenged and supported to aim high and develop their individual talents.

The school is undergoing exciting changes as it becomes part of the John Lyon School and John Lyon's Foundation. The vision is to create an all-through school that supports and educates children from all backgrounds and abilities to the age of 18. The school is looking to further develop having gained a double excellent in its last inspection and with the new merger there will be many exciting opportunities ahead.

PRINCIPAL RESPONSIBILITIES

- to ensure that the health and safety needs of each individual child are met at all times;
- to stimulate, encourage and develop children's play in a positive way enabling them
- to play appropriately and creatively, individually or in groups;
- to foster children's language development and social skills through sustained
- shared thinking and the use of open ended questioning;
- acknowledge and note individual children's progress and development if appropriate
- and be able to share this with parents. Report any issues of concern regarding an
- individual child to the Principal as soon as possible;
- attend to the personal, social and emotional needs of individual children,
- together with any other special requirements and, depending on the nature of a
- pupil's special needs, make these parts of the play experience wherever possible;
- foster an atmosphere of mutual respect and demonstrate the behavioural,
- equal opportunities and anti-racist policies of the school effectively at all
- times by challenging inappropriate behaviour/language;
- The job holder will be working at a level equivalent to NVQ level 3 Child/play care.

- Has a good understanding of child development from the age of 3
- Experience of working with children, and ability to supervise staff.
- Helping with activities
- Setting out the activities according to age group
- Toileting, snaking, registering
- Answering doors when parents come to collect their children
- Maintaining the register
- Ensuring the doors are locked
- To ensure no pupils are left unsupervised at any time
- Serve food to the children
- Read books to the children
- Maintaining the library
- Pre-Prep Duty
- Change Books
- Excel is desirable

GENERAL AREAS OF RESPONSIBILITY

- To promote and safeguarding the welfare of pupils
 - To comply with the School's Safeguarding & Child Protection Policy and ensure that any concerns relating to the safety or welfare of children are reported immediately to the Designated Safeguarding Lead (DSL) or the Head
 - To act professionally at all times, setting a good example to children through high standards of presentation and personal conduct whilst contributing positively to effective working relationships within the school
 - To comply with the School's Code of Conduct
 - To read other policies or guidance as and when required to do so by the DSL, Head or other member of the SLT
 - To act consistently, in a calm and supportive manner with colleagues
 - To be flexible, take initiative and take direction from other members of staff
 - To have a 'can-do' attitude.
 - To attend staff and departmental meetings, INSET days and other school events, as required
 - To cover for absent colleagues, when required, as organised by Deputy Head
 - To notify the School about personal absence due to illness and gain permission from the Deputy Head for any intended absence
 - To be responsible for his/her personal punctuality and wearing of appropriate dress
- Specific duties of a Breakfast Club Assistant.

Creativity and Innovation

The job involves creative work to encourage and develop children's play and meet the needs of individual children with their personal social and emotional needs.

Key Contacts and Relationships

Staff/teaching staff during the running the club, children as part of the club and parents through information exchange.

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

BEFORE SCHOOL CLUB ASSISTANT PERSON SPECIFICATION

In making an appointment at the Quanton Hall School we look for the person who, at interview and by virtue of their qualifications, best demonstrates that he/she:

	ESSENTIAL	DESIRABLE
EDUCATION & KNOWLEDGE		
A positive approach to gaining further qualifications, and continuous professional development	X	
Some understanding of the importance of Health & Safety and Food Hygiene in the workplace		X
Paediatric First Aid certificate		X
Health & Safety certificate		X
Completion of other relevant courses		X
SKILLS & EXPERIENCE		
Enthusiasm for working with children and young people	X	
A commitment to the provision of high quality childcare	X	
A positive approach to learning and gaining new skills through teamwork and training opportunities	X	
Enthusiasm for consulting with children	X	
Enthusiasm for consulting with children	X	
Creativity to devise new ideas and engage the children in activities		X
Previous experience of working with children aged 4-11 in a voluntary or paid capacity		X
Interest in the care, learning and development of young children		X
Excellent communication skills, with children, colleagues, advisors and parents/carers.	X	
Patience, punctuality, reliability and trustworthiness	X	
A positive approach to inclusive practice, with children, parents/carers and colleagues	X	
Good organisational and planning skills		X
Flexibility/ adaptability		X

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Safeguarding Lead.