

JOB DESCRIPTION

Post title	After School Assistant
Hours	15:00 – 18:00 Monday to Friday in term time only
Reports to	PS Operations Manager
Responsible to	Deputy Head Co-Curricular & Operations/Bursar
Safeguarding:	<p>Forest School is committed to safeguarding and promoting the welfare of children.</p> <p>The postholder will be required to:</p> <ul style="list-style-type: none"> • Complete an Enhanced Disclosure and Barring Check (DBS). • Complete Child Protection Training. • Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact
Job Purpose	<p>After School Assistants in the Preparatory School work under the direction of the Operations Manager of the Preparatory School and the Head of Learning Support and provide assistance to pupils and staff in our After School Care provision, as below:</p>

Support for Pupils

- 1) Supervise and provide support for pupils, ensuring their safety and access to activities.
- 2) Establish constructive relationships with pupils and interact with them according to individual needs.
- 3) Promote the inclusion and acceptance of all pupils.
- 4) Encourage pupils to interact with others and engage in activities.
- 5) Set challenging and demanding expectations and promote self-esteem and independence.
- 6) Attending to any minor injuries and reporting same as directed, seeking immediate assistance for more serious injuries and ensuring all incidents are logged in the accident book.
- 7) Reporting any concerns about pupils to a pupil's Form Teacher or the Deputy Head Pastoral.
- 8) Attending a half termly meeting with the Senior Deputy Head of the Preparatory School
- 9) Carrying out any reasonable additional duties as directed by the Operations Manager (Prep) and Prep School Leadership if within the scope and spirit of this job description.

Support for After School Care

- 1) To assist in the day-to-day running of the After School Care provision at Forest School providing high standards of care and play opportunities for pupils between the ages of 4-11 years old in a safe and secure environment.
- 2) To maintain a safe and stimulating play environment and to assist with developing opportunities

which encourage pupil's social, physical, intellectual, creative and emotional development through play.

- 3) Collaborate with members of staff assisting with After School Care and the Deputy Head Co-Curricular & Operations.
- 4) To supervise snack refreshments and tea for the pupils, having an awareness for those with food allergies.
- 5) To follow guidelines and procedures for Safeguarding in accordance with Forest School's policies & Procedures.
- 6) To hold an in-date Paediatric First Aid qualification to be able to administer First Aid to pupils.
- 7) To carry out any other duties, which will be seen to enhance the work of the After School Care provision.

Support for the School

- 1) To be aware of and comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 2) To attend and contribute to staff meetings, Open Day and other such School functions as may be required by the Head of the Preparatory School
- 3) To participate in the School's appraisal process and INSET as deemed appropriate for professional development
- 4) To undertake any additional responsibilities and duties which may reasonably be required of you by the Head of the Preparatory School, e.g. co-curricular activities, playground supervision and classroom/preparation duties etc.

Pastoral

- 1) To promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.
- 2) To be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- 3) To maintain positive links with parents through regular communication and to alert the Deputy Head Pastoral to any concerns relating to pupil safeguarding or wellbeing.
- 4) To manage pupil behaviour in the classroom, establish an orderly working environment and ensure the safety and good conduct of the pupils, following the guidance in the School's Behaviour Policy.
- 5) To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy.

Forest School's Policy and Procedure

- 1) The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.
- 2) If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

PERSON SPECIFICATION

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Responsible to	Deputy Head Co-Curricular & Operations/Bursar
Job Purpose	After School Assistants in the Preparatory School work under the direction of the Operations Manager of the Preparatory School and the Head of Learning Support and provide assistance to pupils of After School Care provision.

	Essential	Desirable
Qualifications		
Level 2 childcare or equivalent		√
(Paediatric) first aid qualification – <i>training will be provided</i>		√
Experience		
Working with or caring for pupils of relevant age	√	
Knowledge		
Understanding of relevant policies/codes of practice and awareness of relevant legislation	√	
Commitment to and understanding of Equal Opportunities	√	
Basic understanding of child development and learning	√	
Basic food hygiene	√	
Appropriate knowledge of first aid	√	
Basic understanding of Health & Safety	√	
Skills		
Commitment to the protection and safeguarding of children and young people.	√	
Confidence in dealing with young people, maintaining discipline, motivation and ensuring wellbeing of children including acting on bullying	√	
Ability to self-evaluate learning needs and actively seek learning opportunities	√	
Ability to always maintain confidentiality	√	
Ability to work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	√	
Ability to promote school when talking to visitors, colleagues and members of the community	√	