



After School Care Assistant

Role Outline

Last reviewed: March 2019

After School Care Assistant

Role Summary

This role provides operational and administrative support to the Primary School Afterschool Provision.

This position is responsible for the smooth delivery of the afterschool provision based at the Trust's primary schools. In particular breakfast club, after school clubs, after school pay and holiday clubs. They will be responsible for all aspects of managing the play environment, delivering high quality afterschool provision, engaging with the children, dealing with parents and liaising with the schools and Trust.

The role requires a highly child centred approach, the development of creative play contexts, and a strong understanding of safeguarding.

Time Commitment

All year-round contract for 17.5 hours per week, 3.5 hours per day 3pm – 6.30pm during term time and up to 50 hours per week, 10 hours per day 8am – 6pm during the school holidays, however the role holder will be expected to be flexible.

Reports to: After School Manager

After School Care Assistants work to provide good quality play and educational provision for all children aged 4 – 11 at WLFSP/ECFSP/KPA before and after the formal school day. They uphold the ethos and values of the Knowledge Schools Trust Primaries, support colleagues, both professionally and personally and work constructively as part of a team.

A high standard of professional conduct is expected at all time and After School Care Assistants must demonstrate judgement and integrity in confidential dealings with pupils, parents, and staff.

All employees will need to exercise flexibility in their work schedules. Care Assistants should also demonstrate a constructive and flexible approach to all aspects of their duties.

After School Care Assistants are important staff members of the Knowledge Schools Trust and should help to foster a supportive and encouraging atmosphere in school which enables the pupils to learn and play contentedly.

1. Key Responsibilities

- Ensuring that the programme of activities planned are delivered are interesting, valuable and appropriate to the children using the school facilities by providing a variety of play and learning opportunities.
- They should be able to identify and accommodate the changing needs of children.
- Ensuring the safety and well-being of club users through checking equipment, undertaking first line child protection measures and organising activities appropriate to the users at any given time.
- Ensuring that parents, carers and other visitors are made to feel welcome on visiting the play facility and that they receive appropriate information and advice.
- Maximising the learning value of the activities by planning and evaluating activities.
- Contributing to the accountability of the KST through assisting in the maintenance of agreed records including registers and accident books.

2. Tasks

The main duties and responsibilities of the postholder are indicated below, other duties of an appropriate nature and level will also be required:

- Assist in the provision of a variety of age appropriate play opportunities for children.
- Lead groups of children in specific sport, game craft and learning activities. Manage behaviours and adapt the activity to meet the needs of groups or individuals. Prepares for activities where necessary.
- Evaluate events and activities and contribute to the development of the programme including making recommendations for change and development of the activities.
- Supervise children to ensure safe use of equipment and facility without endangering themselves or other users.
- Check that play conditions conform to the appropriate health and safety standards and are suitable for the group and activity planned. Check that the premises, fences, gates, etc are secure, reporting defects promptly to the After School Manager.
- Support and advise less experienced workers in activities.
- Be aware of safeguarding children issues and the School's Safeguarding children policy, reporting areas of concern to the After School Manager.
- Playworkers must be physically fit and alert to supervise and take responsibility for groups of children and young people.

3. Person Specification

Specific qualifications are not a prerequisite of the job but the post-holder will be expected to have:

- Level 2 or 3 in Playwork, Childcare, or equivalent qualification or be willing to undergo training.
- An awareness of the need of children.
- Knowledge of appropriate play activities e.g., sports, games, crafts, stories, song, dance etc.
- A basic awareness of health and safety practices.
- Understanding relevant administration procedures including children registration requirements.
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups.
- A knowledge of basic record keeping and filing.

4. Experience

Some experience of being involved in play or activities, whether in a paid or voluntary capacity in, for example, schools, nurseries, holiday play centres or other equivalent play setting. To include planning, organising and supervising activities.

5. Aptitudes

To demonstrate the ability to:

- Work as part of a team, sharing working knowledge and skills
- Develop a range of play/learning related skills
- Work flexibility, able to rearrange work plans in relating to changing priorities
- Interact sensitively with other workers, children and parents
- Listen to understand the needs, aspirations and problem children
- Able to quickly assimilate new procedures and working methods
- Administer first aid and understand first line child protection with training

You will need to be patient, firm but fair and have a calm approach. After School Care Assistants need good communication skills at all levels in order to build relationships with children, parents and other members of school staff.

Experience of working with children is essential.

Short-listed candidates will be invited for interview and will be asked to participate in an After School Care session as part of the interview process.

6. Further expectations of the role:

- Adhere to the School and Trust's Safeguarding Policies.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the governors and staff handbook
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by your line manager.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: Date:

Signed: Director of Operations



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