



JOB DESCRIPTION

JOB TITLE	Afternoon and After School Care Assistant
DEPARTMENT	Preparatory School
SECTION	Preparatory School
LINE MANAGER	Head of Operations and Administration (Prep)

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- 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 SUMMARY:

Forest Prep School is seeking a dedicated and enthusiastic Afternoon and After School Care Assistant to join our team. This role focuses on supporting the later part of the school day, helping with the safe and efficient arrival of pupils, setting up afternoon activities, and providing assistance to both pupils and staff.

KEY RESPONSIBILITIES:

Support for Pupils

- Supervise and provide support for pupils, ensuring their safety and access to activities.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities.
- Set challenging and demanding expectations and promote self-esteem and independence.
- 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.
- Reporting any concerns about pupils to a pupil's Form Teacher or the Deputy Head Pastoral.
- Attending a half termly meeting with the Senior Deputy Head of the Preparatory School

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- 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

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

Support for the School

- 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
- 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
- To participate in the School's appraisal process and INSET as deemed appropriate for professional development
- 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

- To promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.
- To be familiar with the School's health and safety guidance and be responsible for personal health and safety and that of the pupils.
- 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.
- 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.
- To encourage positive relationships between pupils and to act according to the school's Anti-Bullying Policy and Child Protection Policy.

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GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.

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- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and the Absence Managers as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

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

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.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Part-time, permanent.
Working Hours	Term time hours: 12:00 - 18:00, Monday – Friday.
Holiday Entitlement	Forest School holidays.
Additional Details	<p>In addition, and as part of your contracted hours, you will be required to attend Open Day, Information and Welcome Mornings, Entrance Examinations and Commemoration Day (all Saturdays) as well as some evening events. School Office staff will also be required to be in attendance on the day before, and the day of, the A level and GCSE results as well as the last week of the summer holidays. Please note that time off in lieu and additional payment will not be made for these days.</p> <ul style="list-style-type: none"> • Requirements to work occasional weekends and evenings for school events. • The post holder will be expected to attend Open Morning and all staff InSET and Admissions days. • Support staff are enrolled into a defined contribution scheme. • Staff are required to make a minimum contribution into the scheme, amounting to 5%. The school will make a graduated employer contribution, • based on length of service.

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	<ul style="list-style-type: none">• Free lunches during term time and when working during the school holidays. Refreshments available in the Common Room throughout the day.• Discounted membership of the Sylvestrian Leisure Centre.• Assistance obtaining a parking permit.• Employer death in service benefit• Support with extensive CPD opportunities
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