

JOB PROFILE

Job Title	INTERNAL APPLICANTS ONLY After School Club Assistant (Sunset Owls or Sleepy Sparrows)	Band	STCAT L2 SCP03 (Actual Salary: £6318.56 plus fringe £279.28) OR STCAT L2 SCP04 (Actual Salary: £6417.68 plus fringe £279.28)
Reports to	Extended Provision Leader	Hours	After School Club 3.30pm - 5.45pm (or part of)
Location	Holy Family Catholic Primary School	Department	Extended Provision

Job Purpose

To provide safe, high quality play opportunities and care for children, and to assist in the day to day organisation and operation of the After School provision.

Principal Accountabilities

The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.

- o To assist in the planning and delivery of extended provision for children attending, promoting and ensuring a wide range of play opportunities reflecting needs and circumstances of children and taking into account cultural diversity and accessibility for children with disabilities and special needs
- o To observe, supervise and work with groups of children to initiate activities in response to their needs and wishes, both indoors and outdoors
- o To establish positive relationships with children which enable them to play together co-operatively and increase their self-confidence
- o To work with the club leader to ensure that all children follow the schools Behaviour Policy so that positive behaviours are maintained at all times
- o To provide safe, creative, appropriate play opportunities that will excite the children.
- o To promote Learning through Play.
- o To provide full care for the children including a healthy, simple snack and refreshments as needed.
- o To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire evacuation procedures are carried out effectively.
- o Assisting with the preparation, serving and clearing away of tea time food. Ensuring the kitchen and food items are cleaned and cleared away and stored correctly at the end of each session
- o To assist with the general pastoral care of pupils, including helping pupils who are unwell, distressed or un settled
- o To ensure records are properly maintained e.g. accident book, incidents, complaints, monitoring forms and behaviour sanctions
- o To administer First Aid as appropriate

- o To ensure all children who are dismissed from after school club are signed out by a member of staff. If the adult collecting the child is not known by staff member/s the child's password on file should be obtained.
- o To be responsible for keeping an accurate register of attendance at every session and ensure children are supervised at all times
- o To liaise with parents/carers, informing them about the club and its activities
- o To carry out all responsibilities and activities within an equal opportunities' framework
- o To work within agreed policies and practices, including behaviour management, child protection, equal opportunities, Health & Safety and risk assessments
- o To be aware at all times of health and safety issues in regard to premises, equipment, safety and storage, activities, fire drills, children and colleagues. To take action required to ensure safety of children and report any problems immediately to the club leader.
- o Ensure safeguarding procedures are followed at all times to include late pick up of children
- o To undertake any other appropriate duties as required by the headteacher.

Key interfaces

- Pupils
- Parents
- Extended Provision Leader
- School Operations Manager and Headteacher

Essential Capabilities

Skills

- Understand and respect social, cultural, linguistic, religious and ethnic backgrounds.
- Able to build and maintain successful relationships relating well to children and adults
- Excellent team working skills
- Promote positive values, attitudes and behaviour
- Proactive, enthusiastic and self-confident
- Understand the roles of parents and carers in pupils' learning and development
- Demonstrate a willingness and ability to improve own practices
- Good organisation and time management
- Proven ability to think and act clearly and incisively
- Excellent written and verbal communication and interpersonal skills
- Ability to work at a high standard
- Understanding of relevant policies/codes of practice and awareness of relevant legislation
- Able to use own initiative and seek guidance when required
- Strong commitment to a high level of confidentiality
- Flexible and adaptable

Essential Qualifications

- Food Hygiene
- Good numeracy and literacy skills.
- First aid training.

Expertise

- Good understanding of National and school curriculum relevant to the age working with
- Experience of working with relevant age groups within a learning environment
- Effective behaviour management skills

Experience

- Use of other equipment to provide food eg toaster/cooker
- Basic understanding of child development and learning
- Able to work constructively as part of a team, understanding classroom roles and responsibilities
- Understand a range of strategies to support learning and establish a purposeful learning environment
- Understand health and safety issues relating to after school clubs and resources and be able to organise and manage learning activities in a safe environment
- Understand the legal definition of Special Educational Needs (SEN) and the importance of IEPs
- Awareness and understanding of pupils interests and activities
- Understand issues relating to equal opportunities, bullying and harassment and be able to respond effectively to incidents and issues
- Have a proven track record of dealing with confidential information with discretion and integrity
- Awareness of learning in out-of-school contexts and related policies and procedures

Leadership Behaviours

All Holy Family School Employees should role model School behaviours, effective working and demonstrate their commitment to the culture and vision of Holy Family School. All employees are responsible for motivating and inspiring others and are accountable for the atmosphere in which they work.

Culture

1. We believe our school should be a happy and caring place where children want to come and where they will feel secure
2. We believe that every individual in the school should be accorded the respect and dignity that is the right of every person
3. We aim for genuine excellence in each individual in every sphere of activity
4. We believe the above can be achieved by our working through open and participative structures

Communicating a common vision

Trying to make the world a better place through creating a learning environment based upon gospel values where every adult and child become better people.

Agreeing accountabilities

1. Has an approachable style that enables people to raise concerns (e.g. about safety, ethics or performance)
2. Takes responsibility for developing themselves and others
3. Holds themselves and others accountable for the standard of delivery with clear links between performance and consequences

Motivating and inspiring others

1. Be responsive to feedback about your own performance and behaviours
2. Lead by example and be willing to do what you ask of others
3. Encourage others to question things and take informed risks

Signed

(Postholder)

Date

Signed

(Line manager)

Date