



JOB DESCRIPTION

JOB TITLE	After-School Assistant
DEPARTMENT	Preparatory School
SECTION	Preparatory School
LINE MANAGER	Assistant Head: Co-Curricular and Community (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).
- Two Satisfactory Employment references
- 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:

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:

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.

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- Reporting any concerns about pupils to the pupil's Form Teacher or the Deputy Head Pastoral.
- 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 pupils' 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 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.

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

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

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.
- 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 Human Resources Department 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

Forest School is committed to safeguarding and promoting the welfare of children. Appointment to this position requires an enhanced DBS disclosure.

Category	Details
Contract Type	Part-time, permanent
Working Hours	Term time hours: 15:00 - 18:00, Monday – Friday.
Holiday Entitlement	Forest School holidays.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.

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