



## St Ralph Sherwin Catholic Multi-Academy Trust

### Job Description

#### After School Club Assistant

**Grade/Salary:** Band 2 Scale Points 3 - 5

St Ralph Sherwin Catholic Multi-Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

#### Job Purpose

To ensure the safety, care, and well-being of children during school club activities. The Play Leader will create a nurturing, inclusive, and secure environment by providing engaging, age-appropriate play opportunities, supporting personal care needs, promoting positive behaviour, administering first aid where required, and leading emergency evacuations when necessary. The role supports the Catholic ethos of the school and contributes positively to children's social, emotional, and physical development.

#### Childcare, Supervision and Welfare

- Provide attentive, age-appropriate care to children.
- Take charge of groups of children in the playground or classroom, depending on weather conditions.
- Ensure children remain within a safe environment and play safely at all times.
- Support children in acquiring social skills and encourage positive interaction and sociable play.
- Handle children gently and appropriately, taking into account their age, developmental needs, and safety.
- Support personal care needs, including nappy changing, toilet training, and assisting with washing and dressing, while maintaining dignity and respect.

#### Activity Planning and Play Provision

- Devise, organise, and lead engaging, inclusive, and age-appropriate activities, including creative, physical, and educational play.
- Initiate constructive play opportunities when required.
- Adapt activities to meet a range of developmental stages and individual needs.
- Create a warm, welcoming, and stimulating environment where children feel valued and supported.



## Health, Safety and Safeguarding

- Administer first aid when required, including CPR in emergency situations.
- Complete the school accident book accurately and ensure head injuries are reported to the class teacher.
- Monitor the environment for potential hazards and ensure health and safety procedures are followed at all times.
- Lead and participate in fire drills and emergency evacuations, ensuring the safe and swift evacuation of all children.
- Report any health and safety concerns promptly to the Head of School.
- Comply fully with all Health and Safety, safeguarding, and school policies.

## Behaviour Management

- Promote positive behaviour through clear guidance, encouragement, and effective role modelling.
- Manage behavioural challenges calmly and constructively in line with the school's Behaviour and Anti-Bullying Policies.

## Communication and Teamwork

- Liaise effectively and professionally with staff, teachers, and parents as required.
- Maintain open communication regarding children's care, well-being, and any incidents.
- Work collaboratively with colleagues to ensure smooth day-to-day operation and continuity of care.

## Administration and Environment

- Maintain accurate records, including attendance, personal care routines, accidents, and incidents.
- Ensure the cleanliness, organisation, and hygiene of the play environment, including sanitising toys, equipment, and personal care areas.

## Training and Professional Development

- Participate in training, performance development, and learning activities as required, including safeguarding, first aid, and health and safety.
- Adhere to existing working practices, methods, and procedures, and respond positively to new systems or ways of working.



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### **Other Additional Responsibilities**

- Professional Conduct
- Fully accept, support, and promote the Catholic ethos of the school.
- Act as a positive role model for children at all times.
- Carry out any other reasonable duties as directed by the Head of School that fall within the scope of the role.



## Person Specification

### After School Club Assistant

#### Essential

##### Experience & Professional Requirements

- Experience of working with children, including young children aged 2 years and above.
- Knowledge and practical experience of personal care routines, including nappy changing and toilet training.
- Certified in First Aid, including CPR.
- Strong understanding of safeguarding and child protection policies.
- Ability to remain calm and act swiftly and effectively during emergencies, including evacuations.

##### Skills & Abilities

- Good standard of oral communication.
- Excellent communication and interpersonal skills, with the ability to build positive relationships with children, parents, and colleagues.
- Ability to work effectively as part of a team.
- Ability to promote positive behaviour using a fair, consistent, and calm approach to discipline.
- Physical ability to handle and assist young children safely and appropriately.

##### Personal Qualities

- Warm, caring, and approachable, with a genuine passion for working with children.
- A happy and positive disposition.
- Reliable, punctual, and well organised.
- Resilient, flexible, and able to remain calm under pressure.

##### Equality & Professional Standards

- Understanding of Equal Opportunities relevant to the role and a commitment to inclusive practice.

##### Desirable

- Previous experience working as a Midday Supervisor or in a similar school-based role.
- Ability to lead and initiate play activities with children.



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- Relevant childcare qualification (e.g. NVQ Level 2/3 in Early Years, Childcare, or Playwork).
- Experience of planning and delivering structured, age-appropriate activities for children of varying ages.
- Familiarity with health and safety regulations within a childcare or school setting.

**Notes:**

This job description may be amended at any time in consultation with the postholder.