



**JOHN RANKIN
SCHOOLS**

JOB DESCRIPTION

After School Club Assistant

Grade

Grade 2 SCP 3-4

Purpose

To assist in the day-to-day organisation and delivery of after school provision, providing high standards of care, supervision and play opportunities for children aged 4–11 in a safe, secure and stimulating environment.

Staff Responsibilities

No line management responsibility. Staff group: not applicable.

Deployment

Deployment is fixed-site within the appointed Trust school, with occasional cross-Trust support as required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

To support the delivery of a safe, stimulating and inclusive environment where children can engage in play and learning activities that support their social, physical, intellectual, creative and emotional development; to contribute to the effective operation of the club provision through the planning, preparation, supervision and delivery of activities that meet children's individual developmental needs; to uphold safeguarding, behaviour and wellbeing standards by supervising children appropriately, supporting positive engagement and following school policies and procedures.



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Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Maintain a safe and stimulating play environment that supports children's social, physical, intellectual, creative and emotional development.
- Assist in the planning, preparation and delivery of activities that meet children's individual developmental needs.
- Work directly with children to support participation in activities and positive engagement.

Assessment

- Observe children's participation and engagement in activities and share relevant information with the Club Supervisor.

Behaviour Management and Student Wellbeing

- Maintain acceptable standards of conduct and discipline, ensuring that the school's behaviour policy is followed.
- Act in a responsible and professional manner towards children at all times.



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- Report serious breaches of behaviour or persistent concerns to the Club Supervisor or School Business Manager.

Pastoral and Inclusion

- Ensure the safety and wellbeing of all children attending the provision, following safeguarding procedures in line with school policies.
- Supervise the movement of pupils to and from the club, ensuring appropriate behaviour at all times.
- Support an inclusive environment where all children can access activities.

Trust Culture

- Work collaboratively with colleagues to support the effective running of the provision.
- Demonstrate reliability, professionalism and a commitment to maintaining high standards of care.

Other

- Ensure play materials and equipment are used appropriately, maintained and stored correctly, reporting any issues to the Club Supervisor.
- Support the setup and clearing away of resources and activities as required.
- Undertake any other duties that reasonably fall within the scope of the role, following consultation with the postholder.

Other requirements and responsibilities

- The postholder must comply with all safeguarding, health and safety, equality and data protection policies and procedures.
- All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- Enhanced Disclosure and Barring Service (DBS) check required.
- The Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post, in consultation with the postholder.