

## Job Description

<b>Post Title:</b>	After School Club Assistant
<b>Job Ref Number:</b>	1059 Grade B
<b>Responsible to:</b>	After School Club Supervisor
<b>Responsible for:</b>	n/a

### **Purpose of the Job**

To supervise the children who attend and to take part in the running of each session.

To assist in day-to-day organisation of the After School provision, providing high standards of care and play opportunities for children in a safe and secure environment.

Understand and implement all Safeguarding policies and procedure in relation to working with children and young people.

### **Job Context**

This is an additional facility provided at the school for children in KS1 and KS2 to provide a secure environment after school until their parents can collect them. The activities done by the children include homework, games, computer use, TV, eating a meal or social interaction.

### **Accountabilities**

1. To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
2. To ensure the provision offers a safe and stimulating play environment.
3. To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs.
4. To work face to face with the children registered with the club.
5. To supervise teatime refreshments for the children.
6. To follow guidelines and procedures for Safeguarding in accordance with the schools' policies & procedures.
7. To carry out any other duties, which will be seen to enhance the work of the After School Club.
8. Set out materials and/or equipment and supervise the children and their activities
9. Support children with advice and guidance if required.

### **Safeguarding**

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

***PDET is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## Person Specification

	Essential	Desirable
Knowledge, Skills and Experience	<ul style="list-style-type: none"> <li>- It is necessary to have a good relationship with the children. He/she needs to have a desire to communicate and to be friendly, calm, and approachable.</li> <li>- The learning period is likely to take around 2 months during which the jobholder would need to achieve a First Aid certificate and Behaviour Management training</li> <li>- Excellent communication skills.</li> </ul>	<ul style="list-style-type: none"> <li>- NVQ level 3 in child care/play work or equivalent</li> <li>- Good knowledge and understanding of equal opportunities and special educational needs</li> <li>- First aid qualification</li> <li>- Food hygiene qualification</li> </ul>