

Milton Keynes City Council – Role Profile

Role Title: **School Club Assistant L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0799**

Grade: **B**

Purpose of job

To assist with the delivery of out of school activities to pupils before or after school ensuring the security and safety, welfare and good conduct of pupils during these times.

Key Objectives

1	Supervise pupils at all times, including physical activities
2	Serve healthy snacks where required and ensure pupils' individual needs are met
3	Assist with the delivery of activities to meet the educational and recreational needs of the pupils.
4	Set up and clean equipment ensuring that all equipment used is safe

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Supervises small groups of pupils in learning and development and outside activities, under the direct instruction of senior staff.
- Work to set procedures, responding to individual pupil questions or needs on a day-by-day basis, where a supervisor is generally accessible.
- Work is mainly in a classroom or similar environment, but can involve outside activities and unpleasant conditions such as noise, dirt.
- Requires normal physical effort and stamina, including some periods of standing, participating in physical activities or carrying equipment.

Work Profile

- Liaise with parents / carers to ensure the pupils' individual needs are met.
- Ensure pupils conformed to timetabled events before/after club attendance.
- Set up and clear away equipment, as necessary.
- Assist with the preparation and service of food and drink to pupils as directed.
- Maintain accurate records.
- Report any incidents to senior staff.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.