



## **JOB DESCRIPTION**

# **After-school Club Assistant**

**BPS range 1A pro rata**

**Mondays - Friday 3.15-6.15pm**

**Term Time Only**

### **PURPOSE OF JOB**

To assist in the day to day running of the Frieth Falcons after school childcare facility.

To provide quality play and care whilst encouraging safe, purposeful and creative play at Frieth Falcons.

To ensuring the conduct, welfare, safety, physical and mental wellbeing of pupils and maintenance of good order and discipline.

To contribute to the overall Christian ethos, work and aims of the school.

### **RESPONSIBILITIES**

- 1.1 To work under the direction of the lead facilitator to engage children in purposeful play and/or fitness activities and each play skills and specific games and activities.
- 1.2 Help support children with their personal, social and emotional development needs.
- 1.3 Supervise and interact with pupils attending the afterschool facility, encouraging positive social skills and good behaviour in pupils.
- 1.4 Encourage inclusive and positive play in the playground and inside school during wet/adverse weather conditions.
- 1.5 To supervise pupils on the school premises when they are not allowed outside in inclement weather.
- 1.6 Ensure pupils are dressed appropriately for the prevailing weather conditions
- 1.7 Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff.
- 1.8 Assist with the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- 1.9 Prepare and serve a snack to the children.
- 1.10 Encourage good table manners and eating habits among pupils.
- 1.11 To lead facilitator when required regarding the special or restricted dietary needs of pupils for medical and/or religious/cultural reasons.
- 1.12 Deal with accidents, spillages (including body fluids) in the playground or dining area, ensuring that these do not cause a safety hazard to others e.g. pupils and staff.
- 1.13 Be vigilant and recognise potential dangers.
- 1.14 Deal with minor accidents/sickness ensuring if required seeking any assistance from a nominated first aider and report any serious incident or emergency to a relevant member of staff immediately.
- 1.15 Ensure accidents/incidents are reported and recorded in the accident/incident book in line with the school's policy.
- 1.16 Participate in training, induction and development activities and programmes, and attend and participate in meetings as required.

- 1.17 Maintain confidentiality in relation to pupil information and report problems/issues as well as significant matters regarding pupil's play and behaviour to a relevant teacher or senior member of staff immediately.
- 1.18 Be aware of and comply with policies and procedures, and report all concerns to an appropriate person, in respect of:
- Keeping Children Safe in Education
  - Child protection/safeguarding children
  - Health, safety and security
  - Confidentiality
  - GDPR
- 1.19 Contribute to the school's commitment to equality of access to opportunities to learn and develop for all pupils.
- 1.20 To be aware of the diverse background of pupils and to respect the dignity of pupils.
- 1.21 Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the Council's Equal Opportunities Policy.