



# Job Description

**Job Title:** Before and After School Assistant

**Department/Section:** St Francis and St Clare Catholic MAC

**Responsible for which other posts:** None

**Responsible to:** Supervisor/Principal



## **Introduction**

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To work under the instruction/guidance of Supervisor/senior staff to undertake before and after school club activity programmes and to assist the Supervisor in the management of pupils in the club environment. Work may be carried out in or outside the classroom.

## **Key Duties and responsibilities**

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### **Support for Supervisor**

- Maintain a purposeful, orderly and supportive environment, in accordance with activity plans
- Use given strategies, in liaison with the Supervisor and under guidance, to support pupils in club activities.
- Assist with the planning of club activities
- Provide regular feedback to Supervisor on pupil's achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Provide clerical/administration support e.g. photocopying, typing, filing, money, administer coursework etc.

### **Support for the Curriculum**

- Undertake agreed activities programmes, making minor adjustments to activities according to pupil responses
- Undertake pre-defined programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress.
- Support the use of ICT in learning activities where required and develop pupils' competence and independence in its use.
- Prepare, maintain and use routine equipment/resources that are required to meet the plans/relevant activity and assist pupils in their use.



## **Support for Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to activities.
- Assist with implementation of Individual Education/Behaviour Plans and Personal Care programmes within the club activities programme.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- To act as a qualified person for the administration of First Aid within the Academy
- Encourage pupils to interact with others and engage in activities.

## **Support for the Academy**

- 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.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

## **General (all posts)**

### **Safeguarding**

**In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-**

- **Motivation to work with children and young people**
- **Ability to form and maintain appropriate relationships and personal boundaries with children and young people**
- **Emotional resilience in working with challenging behaviours and**
- **Attitudes to use of authority and maintaining discipline.**
- **This post requires the post holder to undertake an Enhanced DBS check.**



## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance with the general scope of the post.

Signature of post holder	
Date	

## Person Specification

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Essential Criteria	Desirable	Measured by
<b>Qualifications and Training</b> <ul style="list-style-type: none"><li>• NVQ2 for Teaching Assistants or equivalent qualification/ experience.</li></ul>	<ul style="list-style-type: none"><li>• Completion of DfES Teacher Assistant Induction Programme</li><li>• Appropriate knowledge of first aid/training as appropriate.</li><li>• Participates in development and training opportunities</li></ul>	AF
<b>Knowledge and Experience</b> <ul style="list-style-type: none"><li>• Working with or caring for children of relevant age.</li><li>• General understanding of national/foundation stage curriculum and other basic learning programmes/ strategies.</li><li>• Basic understanding of child development and learning.</li></ul>	<ul style="list-style-type: none"><li>• Understanding of relevant policies/codes of practice and awareness of relevant legislation.</li></ul>	AF/I



<p><b>Skills and Abilities</b></p> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills</li> <li>• Effective use of ICT to support learning. Use of other technology: video, photocopier.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities.</li> </ul>	<b>AF/I</b>
<p><b>Personal Characteristics</b></p> <ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> <li>• Post holders will be required to demonstrate the behaviours and attributes that support MAC's core values</li> </ul>		<b>I</b>

AF - Application form I – Interview

<b>COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE</b>	
<b>Post Reference:</b> PS007	<b>Post Title:</b> Before & After School Assistant
<b>Commitment &amp; Motivation</b>	
<ul style="list-style-type: none"> <li>• Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility</li> <li>• Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives</li> <li>• Engages in every learning opportunity and reflects on and develops own practice</li> <li>• Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others</li> <li>• Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions</li> <li>• Monitors own performance against high standards</li> <li>• Actively seeks feedback, to inform self-development plans</li> </ul>	
<b>Problem Solving &amp; Decision Making</b>	
<ul style="list-style-type: none"> <li>• Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant</li> <li>• Escalates decisions outside own area of responsibility</li> <li>• Gathers relevant information to assist good decision making</li> <li>• Offers ideas on how things could be done differently</li> </ul>	
<b>Planning &amp; Organisation</b>	
<ul style="list-style-type: none"> <li>• Organises and manages own tasks and work time effectively</li> <li>• Implements operational plans for own areas of responsibility under guidance</li> </ul>	



- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities of stakeholders

### **Implementing Change**

- Contributes constructively to support change in own area of work with a view to improving performance
- Uses initiative and knowledge to implement given tasks or plans.
- Identifies and makes recommendations for improving performance in their own area of work
- Approaches change in a positive, flexible and enthusiastic manner

### **Managing Objectives**

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Monitor pupils responses to learning activities and record appropriate attainment accurately as directed.
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

### **Raising Standards**

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing

### **Customer Focus**

- Demonstrates willingness to help and support pupils and stakeholders
- Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
- Contributes to the safeguarding and welfare of pupils
- Adopts a pleasant, helpful and professional manner
- Actively seek information from stakeholders to understand their varying needs, abilities and expectations to support development
- Observes and provides feedback on pupil performance
- Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work.

### **Communication**

- Communication of straightforward information within familiar situations, with sensitivity and confidentiality
- Communicates effectively either verbally or in writing.
- Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs
- Shares information with relevant parties in a timely manner



- Responds effectively to queries and provides accurate information, knowing when to refer
- Completion of standard proformas

### **Impact & Influence**

- Understands the impact of own behaviour on others.
- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

### **Team Working**

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Assist and Support junior colleagues and volunteers
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance

### **Qualifications & Skills**

- NVQ Level 2