

# Job Description and Person Specification

Job details			
Job title	<b>After School Club Assistant</b>		
School	Elm Tree Primary School		
Location	Lowestoft, Suffolk		
Hours per week	2 hours 40 minutes (One day per week on Mondays)	<b>Weeks per annum and contract term</b>	Term Time Only (38 weeks) Permanent
Grade & Salary	C4		
Responsible to	Headteacher		
Effective date	As soon as possible		

## Purpose of the Role

An After School Club Assistant is responsible for providing creative, stimulating, and age-appropriate play care for children during after-school club sessions, within a safe and nurturing environment. The role involves promoting positive engagement between students, encouraging inclusive and respectful interactions through play and structured activities.

You will work in line with statutory safeguarding guidance and policies, promoting the safeguarding and protection of all pupils in the school. As part of this role you will demonstrate integrity, maintain high expectations, and show consideration for upholding the highest standards of care for children, staff, parents, and the wider community.

## Job Description – Main Duties and Responsibilities

- Communicate effectively with all staff and pupils promoting professional and respectful relationships.
- Set up activities for the sessions
- Participate in the preparation and delivery of club refreshments
- Monitor pupils and ensure no child is in the building unsupervised.
- Ensure children remain within a safe environment and are able to play safely.
- Actively encourage pupils to cooperate and play together.
- To lead play by initiating and leading games with the children and encouraging cooperative behaviour (e.g. in art, crafts, games, cooking, sports)
- Set suitable and positive behaviour standards in line with the school behaviour policy.
- To manage behaviour issues in a calm and positive manner and implement the rewards and sanctions systems in line with school policy.
- Carry out basic first aid as required (depending on training) Otherwise, ensure that a First Aider is called or senior member of staff is informed.
- Ensure that all incidents requiring first aid are communicated and recorded appropriately and in line with school's procedures and policies.
- Report any concerns, details of incidents and accidents immediately SLT.
- Communicate and build up relationships with parents through face to face contact with parents
- Be familiar with and maintain up-to-date knowledge of the school's Child Protection Policy and safeguarding procedures.
- Maintain confidentiality at all times.

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## Safeguarding and Health and safety

- Evolution Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Therefore, we will conduct pre-employment checks, including a social media search. This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations, and a successful applicant would be required to complete a declaration form to establish whether they are disqualified under these regulations. An enhanced DBS check will be required
- Promote the safety and wellbeing of pupils, and help to safeguard pupils by keeping up to date with relevant safeguarding guidance and practice, including Keeping Children Safe in Education and Working Together to Safeguard Children
- Job holders must ensure that they have read, understood and act in accordance with current school policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion
- Respond appropriately to safeguarding and child protection concerns, following school procedures and reporting promptly to the DSL
- Adhere to all health & safety regulations and requirements, taking necessary action to ensure a safe working and learning environments for all children, colleagues and visitors
- Promote a culture of vigilance and openness where pupils and staff feel safe and confident to raise concerns

## Professional Development

- Keep own knowledge and understanding relevant and up to date by reflecting on own practice, liaising with manager to identify relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role
- Take part in the school's appraisal procedures
- Follow all Trust and school policies, including the staff code of conduct

## Supporting the work of our Trust

- Support our vision, mission and values, as well as our principled ways of working
- Be a professional role model, promoting the aims of our Trust whilst also providing a critical and supportive lens
- Develop and maintain strong working relationships with EAT colleagues and contribute to collaborative working across schools
- Attend and engage in regular professional training, seek support from other leaders and share best practice across our EAT community
- Contribute to our 'One Trust' approach, seeking further opportunities to celebrate the work of our staff teams

## Person Specification

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"><li>NVQ Level 2 Playworker/Childcare or equivalent experience</li></ul>	<ul style="list-style-type: none"><li>First Aid Trained (training can be provided)</li><li>Food hygiene</li></ul>
<b>Experience</b>	

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<ul style="list-style-type: none"> <li>Experience working with children in a school or similar setting.</li> <li>Experience managing groups of children in a supervisory capacity.</li> </ul>	<ul style="list-style-type: none"> <li>Experience supporting children with additional needs.</li> <li>Experience working in a team within an educational environment.</li> </ul>
<b>Skills/knowledge</b>	
<ul style="list-style-type: none"> <li>Ability to communicate effectively with children and adults.</li> <li>Understanding of basic health and safety and safeguarding procedures.</li> <li>Ability to manage behaviour positively and consistently.</li> <li>Ability to work independently and as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of child development and behaviour management strategies.</li> <li>Awareness of inclusive practices and promoting equality and diversity.</li> </ul>

  

<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Willingness to undertake relevant training (e.g. safeguarding, first aid).</li> <li>Knowledge of child development and behaviour management strategies.</li> <li>Awareness of inclusive practices and promoting equality and diversity.</li> </ul>	<ul style="list-style-type: none"> <li>Flexible and adaptable to changing situations.</li> <li>Proactive in engaging children in positive play and social interaction.</li> </ul>

<b>General information</b>
<ul style="list-style-type: none"> <li>This job description details the main outcomes required and will only be updated to reflect <b>major changes</b> that impact on the outcomes of the job. It may be amended at any time in consultation with the postholder</li> <li>All work performed/duties undertaken must be carried out in accordance with relevant, Trust and Local Authority policies and procedures, within legislation, and with regard to the needs of our stakeholders and the diverse community we serve</li> <li>Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management. This Job Description is not an exhaustive list</li> </ul>

<b>Signed: Job Holder</b>		<b>Signed Manager:</b>	
<b>Print Name:</b>		<b>Print Name:</b>	
<b>Date:</b>		<b>Date:</b>	