

Job Description



Three
Spires
TRUST

'Life in all its fullness'

Academy	St Thomas' Church of England Primary
Position	Care Club Assistant
Salary	TST Grade 2 SCP 4
Contract	Part-time, Fixed Term
Responsible to	Care Club Lead

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To work under the direction and instruction of senior staff to provide the care of the children during the breakfast meal.

Supervision of Pupils

- Helping to serve ready prepared items e.g. cereals.
- Supervision of children before, during and after the meal, including the supervising of children to deposit leftover food from plates and dishes into receptacles provided.
- Summoning help, where necessary, in case of injury or illness and providing basic first aid for minor injuries.
- Supervising play activities

Resources

- Responsibility for ensuring that the room equipment is hygienically maintained.
- Setting up and clearing away room equipment such as toys and craft materials.

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- 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, support and ensure equal opportunities for all.
- 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 student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience <ul style="list-style-type: none"> • 	Application form / Interview
Qualifications/Training <ul style="list-style-type: none"> • Good interpersonal skills 	Application form / Interview
Knowledge/Skills <ul style="list-style-type: none"> • Ability to work constructively as part of a team • Ability to relate well to children and to adults • Good organising and prioritising skills 	Application form / Interview
Behavioural Attributes <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills. 	Application form / Interview

Note 1: 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.*