



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

**Responsible to:** Supervisor/Principal

## **Introduction**

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**

### **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 Pupils**

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to activities.
- 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 school

- Encourage pupils to interact with others and engage in activities.

### **Support for the School and Multi-Academy Trust**

- 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 school and trust.
- 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 at before and after school club.

### **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 within the general scope of the post.

### **Person Specification**

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<b>Essential Criteria</b>	<b>Desirable</b>	<b>Measured by</b>
<p><b>Qualifications and Training</b></p> <ul style="list-style-type: none"> <li>• NVQ2 for Teaching Assistants or equivalent qualification/ experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate knowledge of first aid/training as appropriate.</li> </ul>	AF

Essential Criteria	Desirable	Measured by
	<ul style="list-style-type: none"> <li>Participates in development and training opportunities</li> </ul>	
<p><b>Knowledge and Experience</b></p> <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.</li> <li>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 school's core values</li> </ul>		I

AF - Application form I – Interview