

	<b>Post Title</b>	
	<b>Before and After School Club Assistant</b>	

### **Statement of Purpose**

To work under the direction and instruction of senior staff to provide the care of the children during the Before and After School Club.

### **Support to Pupils**

- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care
- Motivating and encouraging the children to participate in activities
- Helping to promote the children's self esteem
- Encouraging acceptance of children with special needs
- Helping to prepare and serve light food for tea e.g. sandwiches/toast
- 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
- Responsibility for ensuring that the before and after school club room equipment is hygienically maintained.
- Setting up and clearing away before and after school room equipment such as toys and craft materials.

### **Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of 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 school.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.***

## Before and After School Club Assistant

Essential Criteria	Measured By
<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>• Good interpersonal skills</li> </ul>	I
<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>• Ability to work constructively as part of a team</li> <li>• Ability to relate well to children and to adults</li> <li>• Good organising and prioritising skills</li> <li>• Demonstrate and assist in the safe and effective use of materials and equipment</li> <li>• Awareness of health and hygiene procedures</li> <li>• Able to work flexibly to suit client needs</li> </ul>	AF/I
<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>• Is committed to the provision and improvement of quality service provision.</li> <li>• Is adaptable to change/embraces and welcomes change.</li> <li>• Acts with pace and urgency being energetic, enthusiastic and decisive.</li> <li>• Communicates effectively</li> <li>• Has the ability to learn from experiences and challenges</li> <li>• 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.</li> </ul>	AF/I

AF - Application form

I - 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.***