



Job Description

Job Title: Before/After-School Club Assistant (B/ASCA)

Name:

Reporting to: Headteacher

Salary: Bucks Pay 1B 6-10

Newtown School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Main Purpose

The B/ASCA will:

- Support children in a safe, nurturing and stimulating environment while ensuring their safety and wellbeing.

Duties and Responsibilities

The B/ASCA will:

- Help the children to have a positive experience and enjoy their time in Before/After School Club.
- Help prepare and complete daily attendance registers to ensure all children are accounted for safely.
- Constructively engage with children, helping them to participate where necessary, supporting individual or groups of children.
- Make sure that the children are following the school behaviour guidelines and follow the procedures if they are not.
- Help plan activities to ensure that children have a focus as well as opportunities for free-play.
- Assist children with the attainment of personal hygiene skills and the removal and replacement of clothing or footwear that may require cleaning or changing following sickness, soiling etc.
- Help prepare and serve snacks to the children

Health & Safety and Care & Welfare

The B/ASCA will:

- Ensure Health and Safety regulations are complied with at all times.
- Look after children who are upset or will deal with minor medical needs, administer first aid and record in the relevant accident book. **For all head injuries** the Before/After School Club Assistant will follow the school 'Bumped Head' procedures.
- Ensure equipment is safe and clean and report any broken equipment to the bursar.



Job Description

Safeguarding

The B/ASCA will:

- Promote the safety and wellbeing of pupils and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy.
- Promote the safeguarding of all pupils in the school.
- Be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Before/After School Club Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Notes:

This job description may be amended at any time in consultation with the postholder.

Headteacher/line manager's signature: _____

Date: _____

Postholder's signature: _____

Date: _____