



Person Specification

SCHOOL	Barming Primary School
JOB TITLE	After School Club Assistant
GRADE	KR3

Knowledge

- 1.1 A good standard of education particularly in English and Mathematics.
- 1.2 Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.
- 1.3 Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the pupils.

Experience

- 2.1 Experience of previously working with children in a Primary School Setting.
- 2.2 Experience of using Information Technology to support pupils.

Skills & Abilities

- 3.1 Ability to consistently and effectively implement agreed behaviour management strategies.
- 3.2 Ability to use language and other communication skills that pupils can understand and relate to.
- 3.3 Ability to establish positive relationships with pupils and empathise with their needs.
- 3.4 Ability to demonstrate active listening skills.
- 3.5 Ability to provide levels of individual attention, reassurance and help.
- 3.6 Ability to organise resources and ensure after school activities are planned.
- 3.7 Ability to offer constructive feedback to pupils to reinforce self-esteem.
- 3.8 Ability to work effectively and supportively as a member of the school team.
- 3.9 Ability to work within and apply all school policies e.g. School Behaviour, Child Protection, Health & Safety, Equal Opportunities etc.

Personal Qualities

- 4.1 Willingness to participate in further training and developmental opportunities offered by the school to further knowledge.
- 4.2 Willingness to maintain confidentiality on all school matters.

Desirable Criteria

- 5.1 NVQ Level 3 for Teaching Assistants or equivalent.