

Job Description



Paddock Wood
Primary Academy

Job title: After School Club Assistant
Reports to: Principal
Location: Paddock Wood Primary Academy

General responsibilities

- Support other team members in the planning of the daily activities to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their wellbeing at all times
- Work with other staff to provide healthy meals/snacks in order to promote healthy eating and maintain the standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff
- Advise the Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children
- Support staff in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information
- With the other staff in the school ensure that children, whilst in the Breakfast and After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the school's Equal Opportunities policy is adhered to
- Support in ordering all grocery items for Breakfast and After School Club each week
- Ensure the supervision of pupils at the Breakfast and After Schools Club and safe transfer to parents at the end of each session

Necessary Experience:

- Some knowledge of Health and Safety procedures applicable to wrap around care

Scope for Impact

- This post has a direct impact on the well-being and development of children attending the club.
- The post holder will need to become aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Principal in ensuring the National Standards and out of school play values are met at all times.
- The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.
- The post holder will be expected to attend staff meetings and training sessions as required to ensure their own personal and professional development.

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as directed.