

# Viking Academy Trust



## Job Description

**Position: After School Club Assistant**

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:** *Mjenni* **Date:** 18/10/24

## Viking Academy Trust

### JOB DESCRIPTION: After-School Club Assistant

**"Empowering children through education: One Childhood One Chance"**

#### **PREAMBLE**

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

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| <b>Viking Academy Trust Base School:</b> | <b>Ramsgate Arts Primary School</b> |
| <b>Job Title:</b>                        | <b>After School Club Assistant</b>  |
| <b>Line Manager:</b>                     | <b>After School Club Supervisor</b> |
| <b>Pay Grade:</b>                        | <b>Kent Range 3</b>                 |

#### **PURPOSE OF JOB**

To work under the supervision of the After School Club Supervisor, providing a safe, caring and stimulating environment for children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

#### **PRINCIPAL ACCOUNTABILITIES**

- Support the After School Club supervisor in the daily operation of the After School Club, and when required, to supervise the safe escorting of children to ensure their wellbeing at all times.
- Support the supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises, 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.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of those who use and work in the club.
- Support the Supervisor in ensuring that the children, whilst in the After School Club have access to appropriate and stimulating play activities to support their varying

needs and take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children.

- Ensure healthy meals/snacks are provided in order to promote healthy eating and ensure that children, whilst in the 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 in accordance with the After School Club's Equal Opportunities policy.
- Support the After School Club supervisor in ensuring that records, including the children', families, staffing, registers, health and safety, sickness etc. are maintained, ensuring confidentiality of information and ensuring that the information is stored effectively and is easily retrieved the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Act as a First Aider.

### **JOB CONTEXT**

The post holder must have an understanding of the After School Play Values and National Standards for After School Care. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc

### **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 be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor 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 own personal and professional development.

### **OTHER RESPONSIBILITIES**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times.\*

Any other task - as requested by the Head of School and which shall be deemed to fall within the general boundaries of the post\*\*

## **PERFORMANCE APPRAISAL**

To attend regular office staff meetings with the Chief Operations Officer and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a staff members discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

*\*\*This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*