**Job Description**

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| **Job title:****After School Club Assistant** | |
| **Grade: KSB** | **Location: Shatterlocks Infant and Nursery School** |
| **Position reports to:**Line Manger | **Liaising with:** Head Teacher, Trust (SSET) Leadership Team, School Leadership Team, Deputy/Assistant Head Teacher, Teaching and Support Staff, external agencies, students and parents. |

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| **Key duties and responsibilities** |
| * To work under the direction of the After School Club Supervisor to provide safe, high-quality play for pupils. * To assist the Supervisor in organising a daily routine that meet the emotional, social, physical and intellectual needs of the pupils. * To build links and work in partnership with parents, carers and professionals to promote the well-being of the pupils. * Contribute to the planning of the daily activities to ensure pupil's needs are met whilst ensuring the National Standards and After School play values, as defined by the Supervisor, are always met and when required, supervise the safe escorting of pupils to ensure their wellbeing at all times. * Work with other staff to 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 pupils and staff and advise the After School Club Supervisor of any concerns eg regarding pupils, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the pupils whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the pupils. * Support the Supervisor in ensuring that pupils, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development considering families' ethnic, cultural and linguistic backgrounds. * Support the After School Club Supervisor in ensuring that records, including the pupil's, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of. * To hold a current Paediatric and First Aid at Work certificate and to carry out first aid to pupils and staff as required. * Must have a basic understanding of Food Hygiene * To have an understanding of multi-agency and partnership working. |

**Person Specification**

**After School Club Assistant**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | English and Math’s GCSE (Level 4 and above) or equivalent  Level 1 or 2 Teaching Assistant Diploma or equivalent (desirable) |
| **EXPERIENCE** | Previous experience of working with children (desirable) |
| **SKILLS, ABILITIES AND BEHAVIOURS** | Numeracy and literacy skills  The ability to relate well to children, understanding their needs and being able to respond accordingly.  The ability to converse easily with both children and adults, ask and answer questions and fulfil all aspects of the role, in accurate spoken English.  The ability to work well with adults as part of a team, communicate effectively giving and receiving feedback.  The ability to recognize and manage behaviors in line with the school policies.  The ability to take basic records of interventions and evaluate impact.  A willingness to undertake professional development.  Basic IT skills |
| **KNOWLEDGE** | Knowledge of policies and procedures relating to child protection, safeguarding, health and safety, security, diversity, inclusion and equalities, data protection and confidentiality. |