

Job Description: After-school Club Assistant

School: Mersham Primary School
Grade: KSA
Responsible to: Headteacher



Purpose of the Job

To work under the direction of the Out of School Club Lead to provide safe, high quality play for children.

- To assist the After School Club lead in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children
- To build links and work in partnership with parents, carers and professionals to promote the well being of the children.

Planning and delivering activities

- Support with the planning and delivery of age-appropriate activities and experiences to support pupils' development
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Support with managing stock of resources necessary to carry out planned activities

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate and offer support with setting up and putting away all equipment safely

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

- Support with keeping accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Support with keeping accurate attendance records and report non-attendance in line with school procedures
- Alongside the After School Club Lead, be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Report and record details of any safeguarding concerns/incidents in line with the school's Safeguarding policy

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

This job description may be amended at any time after discussion with you, but in any case will be reviewed annually during your appraisal interview.

Signed: Date:

Signed: Head Teacher

Your job description is intended as a reference document which identifies your main responsibilities and activities.

MERSHAM PRIMARY SCHOOL

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.

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Ideally, Level 1 or 2 Diploma (or equivalent) with proficient practical skills• First aid training (or willingness to complete it)
Experience	<ul style="list-style-type: none">• Previous experience of working with children or young people• Delivering activities to engage pupils and support development
Skills and knowledge	<ul style="list-style-type: none">• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies• Ability to build effective working relationships with colleagues• Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Commitment to upholding and promoting the ethos and values of the school• Commitment to maintaining appropriate confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion