



Job Description After School Club Assistant

Employer	Castleman Academy Trust	Salary	Grade C (SCP 3 – 4)
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Key Purpose

- Support the school's after school club in providing pupils with a safe, hygienic and educational environment in which they enjoy spending time at the end of the day

Key Responsibilities

Support the pupil by:

- Assisting in the setting up and clearing away of after school club equipment
- Welcoming the children
- Ensuring pupils have tea in a safe, hygienic way, promoting good manners and healthy eating
- Assisting in providing the children at the after school club with a healthy snack, i.e fruit
- Assisting in organising activities with groups of children to ensure their safety and their physical, emotional and educational development
- Promote and reinforce children's self-esteem
- Encourage children to help tidy up at the end of the session
- Assist with the safe use and storage of equipment
- Dealing with parental enquiries and passing messages onto teachers
- Ensuring children are registered at the beginning of the session
- Ensuring the children are safely collected at the end of the day
- Comply with all decisions, policies and standing orders of the school and comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act

Supervision and Management of People

- Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

Knowledge and Skills

- Experience of working in a school or similar establishment
- Good interpersonal skills and an ability to communicate well with pupils
- An understanding of the elements of a healthy diet
- An understanding of the school's behaviour management policy and procedures and an ability to implement them
- Good understanding of Child Safeguarding issues

Creativity and Innovation

- Work is largely regulated by laid down procedures, but needs occasional creative skills to deal with routine problems

Contacts and Relationships

- There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures
- There is some scope for dealing with issues where the outcome may not be straightforward


Decisions

- Work is carried out within the school's clearly defined policies and procedures
- The post holder will need to exercise discretion in referring problems to a senior member of staff.

Work Environment

- The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities and movement of some furniture may be required. There may be an occasional need to physically lift pupils for safety or care needs.
- The post holder will be expected to challenge behaviour of pupils.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems, which may include cleaning up soiled surfaces.

Any other duties commensurate with the role of After School Club Assistant that may be required from time to time. After School Club Assistants are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties. The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.

	<h2>Person Specification</h2> <h3>After School Club Assistant</h3>
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Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of Grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
Paediatric First Aid certificate, or willingness to undertake		X
Willingness to attend school based training		X
Experience	Desirable	Essential
Previous experience of working with children		X
Aptitudes and Abilities	Desirable	Essential
Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs		X
Good interpersonal skills		X
Ability to work to deadlines		X
Good organisational skills		X
Ability to manage some challenging behaviour from pupils		X
Ability to handle confidential information with discretion		X
Knowledge	Desirable	Essential
Understanding of the schools' Health and Safety Policy		X
Have a clear and thorough understanding of the schools safeguarding issues and safe working practices and procedures and follow them		X
Knowledge of school's behaviour and management policy and procedures		X
Knowledge of Child Safeguarding		X
Attitude and Motivation	Desirable	Essential
A commitment to developing children as independent learners		X
A commitment to developing yourself through continuing education and training		X
Enthusiasm		X
Empathy		X
Self-motivated and a team player		X
Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X