

**DEPARTMENT: TEACHING AND LEARNING**

**DESIGNATION: BEFORE & AFTER SCHOOL CLUB ASSISTANT**

**RESPONSIBLE TO: SLT WITH RESPONSIBILITY**

**POST GRADE: LEVEL 2**

**NAME:**

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| **Main Purpose of the Post** |
| To be responsible for the care of the children before and after school and during the school holidays. |
| **Core Responsibilities, Tasks and Duties** |
| 1. Under the direction of the Principal:  * To provide care and supervision for pupils outside of school hours * To deliver and collect from school pupils who attend the before & after school club * To assist in the preparation of games and activities that the children will engage in during their time in the before & after school club * To supervise children whilst they are playing games and undertaking activities in the before & after school club * To maintain a safe and clean environment for children, other staff and visitors so far as it is possible * To help with the maintenance of any records that are kept * To assist in the preparation of foodstuffs and to supervise children before, during and after they have eaten * To contribute to the creation of an attractive and stimulating environment through good quality display and classroom organisation * To support the maintenance of positive links between home and school by making parents feel welcome within the care club * To be aware of, and maintain, specific school policies which relate to pupils in the care club including special educational needs, behaviour, equal opportunities and health and safety * Any other duties commensurate with the post.  1. Health and Safety  * Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Trust Health and Safety policy.  1. Professional Accountability  * The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the school’s objectives.  1. Safeguarding  * Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.  1. Equalities  * Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation. |
| **Declaration** |
| **The Alpha Academies Trust is committed to safeguarding and promoting the welfare of children and young people.**  Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**PERSON SPECIFICATION**

**APPOINTMENT OF: BEFORE & AFTER SCHOOL CLUB ASSISTANT**

**DEPARTMENT: TEACHING AND LEARNING**

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| **Minimum Requirements** | **Measured by:**  **A) Application**  **B) Test/Exercise**  **C) Interview** |
| **QUALIFICATIONS/TRAINING:**  **It is essential that the post holder has:**   * A good standard of education | **A** |
| **EXPERIENCE/KNOWLEDGE:**  **It is essential that the post holder has:**   * Knowledge of child protection. | **A & C** |
| **SKILLS AND ABILITIES:**  **It is essential that the post holder has:**   * The ability to work as part of a team. * Adaptability. * Resourcefulness. * Patience and resilience. * Confidence in making decisions. * Excellent communication and organisational skills.   **It is desirable that the post holder has/can:**   * The ability to empathise. * Communicate at all levels * Enthusiastic. * Dedicated. * Pleasant. | **C** |
| **ADDITIONAL FACTORS:**  **It is essential that the post holder is:**   * A willingness to undertake appropriate training. * Awareness and sensitivity with regard to equal opportunities and race equality. * An ability to fulfil all spoken aspects of the role with confidence through the medium of English. | **C** |