



ALBURY & PULLER NURSERY AND PRIMARY SCHOOLS

Job Description – After School Club Assistant

Location: Puller Memorial Primary School

Job details

Job title: After School Club Assistant

Salary: H1 – H2

Hours: As per contract

Contract type: Full time / permanent

Reporting to: Pam Maskell / Sarah Stevens

Main purpose

The postholder will:

- › Assist in the day to day organisation of the After School provision, providing high standards of care and play opportunities for the children in a safe and secure environment.
- › Promote pupils' independence, self-esteem and social inclusion

Main Duties and responsibilities

Delivering After School provision

- › To maintain a safe and stimulating play environment and to assist with developing opportunity which encourage children's social, physical, intellectual, creative and emotional development through play.
- › Ensure the provision offers a safe and stimulating play environment.
- › To assist with planning, preparing and delivery of activities, which meet children's individual developmental needs.
- › To work face to face with the children registered to take part in the club.
- › To supervise tea time refreshments for the children.
- › To follow guidelines and procedures for Safeguarding in accordance with the school's policies and procedures.
- › Use effective behaviour management strategies consistently in line with the school's policy and procedures
- › To carry out any other duties which will be seen to enhance the work of the After School Club.

Whole-school organisation, strategy and development

- › Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- › Make a positive contribution to the wider life and ethos of the school

Health and safety

- › Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- › Look after children who are upset or have had accidents

Professional development

- › Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- › Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- › Take part in the school's appraisal procedures

Personal and professional conduct

- › Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- › Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- › Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- › Respect individual differences and cultural diversity

Other areas of responsibility

The post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager

Person specification

You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as an ability to work with a range of staff.

Qualifications and other required skills	Essential	Desirable
NVQ Level 3 in Child Care/Playwork or equivalent		✓
Excellent communication skills	✓	
Recent experience of working with children aged 3 to 11 years	✓	
Good organisational skills	✓	

Good knowledge and understanding of equal opportunities and special educational needs	✓	
First Aid qualification		✓
Food Hygiene qualification		✓

Notes:

This job description may be amended at any time in consultation with the postholder.