

**Job Description**

<b>Job Title:</b>	<b>Afterschool Club Assistant</b>
<b>Location:</b>	<b>Ashingdon Primary Academy</b>
<b>Hours of work:</b>	<b>12.5 hours a week</b>
<b>Reports to:</b>	<b>SLT</b>

**Purpose of the Role:**

To ensure the smooth running of the Ashingdon Primary Academy Afterschool Club. To maintain a safe and stimulating play environment and to develop opportunities which encourage children's social, physical, intellectual, creative and emotional development through play within a safe, happy and healthy environment.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

**Responsibilities:****Children**

- Work closely within a team environment to ensure the provision offers a safe and stimulating play environment in which children are able to play freely and that all activities are delivered in accordance with and adhere to policies and procedures.
- Liaise with parents and other users of the provision.
- To plan, prepare and deliver high quality activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To assist in the preparation of healthy and nutritious snacks for the children.
- To follow guidelines and procedures for child protection as recommended by the AET.
- To adhere to the school's confidentiality policy.
- To administer first aid as appropriate with relevant training.

**General**

- To give regular updates to the AVP.
- To attend any relevant training.
- To ensure that all policies and procedures of the club are understood and followed.
- This post is dependent on obtaining an Enhanced CRB Disclosure and other stringent pre-employment checks.
- To collect monies and ensure that amounts owing are collected

**Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge

your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children were inspiring. Come inspire their remarkable with us.

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Executive Principal.
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

### **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

## Person Specification

**Job Title: Afterschool Club Assistant**

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>Evidence of continuing professional development in childcare, play and out of school services.</li> </ul>	<ul style="list-style-type: none"> <li>Level 2 or higher qualification in childcare.</li> </ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Ability to work independently and use initiative</li> <li>Knowledge and understanding of children's age and stage of development.</li> <li>Ability to work in partnership with parents, teachers and the senior leadership team</li> <li>Ability to work flexibly and have an open and flexible attitude</li> <li>Good communication skills – written and oral – and the ability to communicate with diverse audiences.</li> <li>Excellent communication and interaction skills with children and parents.</li> <li>Ability to create an inspirational and stimulating child centred play and care environment</li> <li>Knowledge of First Aid (able to administer First Aid for minor injuries). Training will be provided.</li> </ul>	<ul style="list-style-type: none"> <li>Current policy discussion and trends in children and family services.</li> <li>Health and Safety and food hygiene legislation.</li> <li>Pediatric First Aid qualification.</li> </ul>
<b>Skills</b>	Abilities	<ul style="list-style-type: none"> <li>Ability to provide and facilitate safe, creative play</li> <li>Ability to produce regular project reports</li> <li>Ability to communicate at all levels</li> <li>Ability to establish a rapport with pupils and their parents</li> </ul>	

		<ul style="list-style-type: none"> <li>• Ability to meet children's individual needs, including those with special educational needs</li> <li>• Ability to use judgement and common sense</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• A personal commitment to equal opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered by the school, to further knowledge</li> <li>• Willingness to maintain confidentiality on all school matters.</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li> </ul>	