

JOB DESCRIPTION

Job Title:	Breakfast Club Assistant and After School Club Assistant (Extended Schools)
School:	Heybridge Primary School
Location:	Heybridge Primary School, Rowan Dr, Heybridge, Maldon CM9 4TU
Reporting To:	Headteacher and SLT
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- To assist with the provision of high-quality Breakfast and After School Club and after school care within the school setting, ensuring the smooth day-to-day running of the service and offering support and care to children and their families.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

Duties and Responsibilities

- Contribute to and ensure the development, planning, implementation and evaluation of an appropriate play/care curriculum which meets the needs of children and their families.

- Assist to provide high quality care and a comprehensive range of appropriate, stimulating and creative activities which meet group and individual needs.
- To set up and clear away the Breakfast and After School Club room paying full regard to Health and Safety, leaving room clear and clean for other purposes.
- Prepare breakfast, snacks and drinks for the children and supervise them eating.
- To assist with the compliance of all Health and Safety, and food preparation regulations.
- Be responsible for the safeguarding of children in your care at the Breakfast and After School Club.
- Work with parents and other professionals to ensure appropriate care and support for individual children.
- Maintain accurate child records, registration and attendance information.
- Communicate effectively with both parents and colleagues.
- To undertake appropriate training and development activities.
- To be proactive in engaging with our children to create a warm and happy environment.

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Deliver first aid to respond to incidents.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe environment.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.
- Have a professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

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 After School Club Assistant 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. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD:		
NVQ level 2 in Childcare, Playwork or equivalent.	D	Application
Food Hygiene qualification/training Level 2.	D	Application
First Aid Certificate/ Paediatric first aid qualification.	D	Application
Knowledge, Skills and Attributes:		
Experience of being involved with a play service in either a paid or voluntary capacity; for example, in playgrounds, junior playrooms, play centres or other equivalent play setting.	E	Application & Interview
Ability to relate well to children and an awareness of their needs.	E	Application & Interview
Knowledge of appropriate play activities e.g. sports, games, crafts, stories, song, dance etc.	E	Application & Interview
Ability to build effective working relationships with children.	E	Application & Interview
A basic awareness of health and safety and safeguarding practices.	E	Application & Interview
Ability to work creatively, flexibility and respectfully with children and adults.	E	Application & Interview
Personal Qualities:		
Resilient, positive, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
Commitment to supporting and understanding pupil needs.	E	Application & Interview
Enjoyment of working with children.	E	Application & Interview
Sensitivity and understanding, to help build good relationships with pupils.	E	Application & Interview

Uphold and promote the ethos and values of the school and trust.	E	Application & Interview
Maintain confidentiality at all times.	E	Application & Interview
Patient, calm and friendly manner.	E	Application & Interview
Commitment to safeguarding, equality, diversity and inclusion.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview