

## **JOB DESCRIPTION**

### **After School Club Assistant**

Canonium Learning Trust is a small, but growing Multi-Academy Trust, with five primary schools in Essex. It is our purpose to give every child the very best education possible by enabling each child to fulfill their potential and nurture an enthusiasm for learning. Our children leave our schools equipped for future challenges and success so they can make positive choices in life and a genuine contribution to society.

Supporting our vision and purpose is our dedicated team of school support staff, who provide essential operational support to our school teams. Our school in Tolleshunt D'Arcy is currently recruiting for an After School Club Assistant to join the School support team.

This role is offered at 12 hours per week, term-time only (38 weeks per year). There is also a possibility of available working hours during the schools holiday periods if desired, this will be processed on an overtime basis.

Our setting hours are Monday to Thursday 3pm-6pm. Children are in attendance between 3.15pm and 5.45pm. We currently care for between 5 and 15 children per session dependent on the day.

### **Benefits**

Our support staff benefit from National Local Government Terms and Conditions (The NJC Green Book) and will be eligible for a local government pension scheme. Along with all school staff, the successful candidate will be eligible to benefit from a wide variety of discounts and benefits aimed at teachers and support staff working in schools.



## Key Information

<b>Job Title</b>	After School Club Assistant
<b>Grade</b>	Scale 3 (pt 5-6) £12.18 - 12.36 per hour 12 hours per week
<b>Reports to</b>	Head of School
<b>Liaison with</b>	Pupils/Parents/Carers Office Manager After School Club staff SLT Teachers/LSAs Headteacher Catering And Caretaking Staff
<b>Job Purpose</b>	To be responsible for the development and daily supervision of the After School Clubs providing a safe, caring and stimulating environment for children. To work in partnership with parents and carers and other school staff, and to promote the wellbeing of the children. To develop, implement and review the policies, procedures and practices within the After School Club in line with the agreed principles and ethos.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>To maintain the safety, welfare and good conduct of the pupils during the After School Club.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children at all times.</li> <li>Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.</li> <li>Maintain the Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the Club to ensure the safety and wellbeing of all those who use and work in the Club.</li> <li>To supervise the safe escorting of children to ensure their wellbeing at all times.</li> <li>Take a key role in suitably equipping the Club in order to provide a stimulating environment for the children and implement policies and procedures within the Club.</li> <li>Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.</li> <li>Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club, and maintain up to date records of resources and accurate financial records are adhered to and income and expenditure is kept within budget, ensuring confidentiality is adhered to at all times.</li> </ul>

	<ul style="list-style-type: none"> <li>• To deal with any immediate problems or emergencies arising according to the school's policies and procedures.</li> <li>• To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the Club, or any other issues that may be relevant.</li> <li>• To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.</li> <li>• The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>