Job Description

Job Title	Cathedral Afterschool Provision (CASP) Assistant
Grade	2020 Scale 3 Point 5
Reports to	CASP manager
Responsible for	Not Applicable
Liaison with	Pupils CASP Manager Headteacher Catering And Caretaking Staff
Job Purpose	Acting as part of a team, to take care and control of all the children on the school premises during the After School Club period
Principal Accountabilities	• To maintain the safety, welfare and good conduct of the pupils during the After School Club period.
Duties	• To lead appropriate games and activities with the children. • To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room. • To assist children with eating their meal if applicable. • To clear tables when meals are finished and clear up any associated spillages. • To enforce the necessary sanctions for maintaining good order. • To administer basic first aid as required. • To keep daily records of first aid administered, behaviour and sanctions employed, together with any other relevant records that may be needed. • To provide pastoral care, guidance and routine advice to pupils as appropriate. • To alert the CASP manager and/or the Headteacher of any concerns regarding an individual child or group of children
General	• To attend relevant training and meetings as required. • To respect confidentiality at all times. • 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. • To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • 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. • 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.

After School Club

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Working with or caring for children
	Knowledge of relevant policies and procedures	Knowledge of First Aid
	Literacy	Basic reading and writing skills
	Numeracy	Ability to count and undertake basic calculations
	Technology	Ability to use basic equipment e.g. photocopier, video
Communication	Written	Ability to complete basic forms
	Verbal	Ability to exchange routine verbal information clearly with children and adults
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Consult with children and other adults
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of games and activities which support learning
	Child Development	Understanding of the way in which games and activities can help children develop
	Health & Well being	Understand the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school
	Information	Ability to provide timely and accurate information
Responsibilities	Organisational skills	Good organisational skills
	Line Management	N/A
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role