

## Job Description

<b>Employer:</b>	<b>Exeter Learning Academy Trust</b>
<b>Location:</b>	<b>Ide Primary School</b>
<b>Salary Grade:</b>	<b>B</b>
<b>Hours:</b>	<b>9 hours per week (3pm—6pm Mon to Wed)</b>
<b>Title:</b>	<b>After School Club Assistant</b>
<b>Responsible to:</b>	<b>Headteacher</b>

### Main Purpose of the job

To assist in day to day organisation of the After School provision at Ide Primary School, providing high standards of care and play opportunities for children between the ages of 7 - 11 years old in a safe and secure environment.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### Main responsibilities

To maintain a safe and stimulating play environment and to assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

To assist with the planning, preparing and delivery of activities, which meet children's individual developmental needs and enhance their overall school experience.

To ensure that activities are inclusive for all children to take part in.

To consult with the children and involve them in the planning of activities.

To encourage and support children to have positive social interactions with their peers and adults.

To prepare and supervise snack time for the children, in line with health and safety and food standards guidelines.

To build positive relationships with parents and liaise with them directly and via email regarding bookings and any other matters.

To follow guidelines and procedures for Safeguarding in accordance with the school's policies & procedures. This includes using the school's system for recording concerns.

To carry out any other duties, which will be seen to enhance the work of the After School Club.

***We expect staff to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	

## Person Specification

<b>Essential</b>	<b>Assessed through</b>
Good English and Maths Skills	Application/interview
Understanding of child development and learning	Application/interview
Care about the wellbeing of all children; understanding and commitment to safeguarding and equality	Application/interview
Willingness to go the extra mile to secure high levels of pupil performance and engagement	Interview
Good interpersonal skills	Interview/references
Good administrative and ICT skills	Application/references
Ability to be flexible and use own initiative	Interview
Ability to relate well to children and adults	Application/references
Commitment to further professional development and learning	Application/references
A sense of humour	References/interview
Excellent relationships with colleagues and ability to work within a team	References
Maintaining a professional and confidential approach to information about pupils, families and staff	Interview
<b>Desirable</b>	<b>Assessed through</b>
NVQ level 3 in Child Care/Playwork or equivalent	Application/references/interview
First aid or food hygiene qualification	Application
Understanding of relevant policies/codes of practice and awareness of relevant legislation	References/interview
Prior experience of working in a school setting	Application/References/Interview