



## JOB DESCRIPTION

<b>Authority: West Berkshire Council</b>	<b>Department/Division: Education</b>
<b>Post Reference No:</b>	<b>Location: Purley Primary School</b>
<b>Job Title: Afterschool Club Assistant</b>	<b>Grade/Salary Range: B £15,115 pro rata or C £15,613 pro rata</b>
<b>Hours</b>	<b>3pm – 5pm Monday – Friday with possibility of 5 additional hours per week</b>
<b>Start date</b>	<b>September 2017</b>

### **JOB PURPOSE**

To assist with the day to day provision of an after school play care for children aged 4-11 in a safe and stimulating environment.

To work with others accepting the distinctive nature and Christian character of the school.

### **DESIGNATION OF POST AND POSITION WITHIN DEPARTMENTAL STRUCTURE**

This is a post within the structure of the majority of Primary and Secondary schools in the authority. It is directly supervised by the Headteacher.

### **MAIN DUTIES AND RESPONSIBILITIES**

#### **Support for pupils:**

- Support the Playleader in supervising children in collecting food, being seated, clearing away crockery, moving to activity area and/or playground as appropriate
- Help with providing a variety of hot and cold snacks encouraging children to make healthy options when making their choice.
- Encourage the children to be independent or to help others
- Support in delivering a variety of activities and games to interest and stimulate the children
- Support in delivering a welcoming, relaxed and informal environment
- Ensure a good balance between free choice of play and directed play when necessary
- Interact with children, discussions, playing a game or simply having a conversation on a one to one basis
- Establish good relationships with children and parents, interact positively with children, encouraging cooperation and mutual support
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with the school policy
- Monitor behaviour and ensure everybody is happy and content (any concerns should be shared with the Playleader)
- Provide support with homework if needed
- To safeguard children and ensure to promote their health and safety
- Anticipate pupils' needs and make suggestions to support them
- Speak clearly and listen carefully to pupils, using questions to check understanding
- Remain tactful when talking to pupils and others

**Support for the school:**

- Help to ensure that everything is prepared for a 3pm start and packed away by 6pm.
- Ensure kitchen area and tables etc are cleaned after each session
- Ensure food is handled and stored according to appropriate food safety guidelines
- Keep up to date with latest food hygiene regulations
- Note any information passed on from parents and pass onto Playleader during each session
- Liaise with staff
- Control access to other parts of the school,
- administer any necessary basic first aid, record all injuries in the accident book
- Ensure children understand action to be taken in case of fire.
- Recognise the quality of the Afterschool Care Club has an impact on learning and on pupils' attitude to school.
- Attend and participate in relevant meetings as required.
- Participate in training and any other performance development as required.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of a commitment to the Council's Equal Opportunities Policies and to the standards of customer care.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to Headteacher or Finance Officer.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also be asked to carry out other duties as may be necessary from time to time.

**SCOPE OF JOB (Budgetary/Resource control, Impact)**

**No supervisory responsibilities**  
**No responsibility for the budget**