



Job Description – After School Club Assistant

Nunthorpe Primary Academy is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: SCP B+ – Starting SCP 4

Hours: 13.25 hours per week - Monday to Thursday 3.15pm – 6.00pm, Friday 3.15pm – 5.30pm

Contract type: Permanent

Reporting to: Head Teacher

Main purpose

To assist with the development and daily running of the Club, providing a safe and caring environment in line with relevant statutory guidance, where children 3-11 years of age can enjoy a range of play, learning and leisure activities.

To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

The role may require the administration of medicine and or first aid.

Duties and responsibilities

Planning and delivering activities

- Support and deliver age-appropriate activities and experiences to support pupil's development
- Work within your team to communicate on how the activities run
- Provide snacks and drinks to children using the club
- Offer educational instruction where needed to help pupils share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback concerns to class teachers

Health and Safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- To meet children's individual medical needs as required
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met

- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Follow Health & Safety policies and procedures

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Communicate effectively with other extended provision staff

Safeguarding

- Report any Safeguarding concerns to the Safeguarding Leads
- Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: 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 postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role