

JOB DESCRIPTION

SCHOOLS: Generic		A.D. Service Area:
Head of Service Area:		Is this description a generic JD? Yes
GRADE: G3		JEM Reference No: 01-198 Enhanced DBS Required? Yes
JOB TITLE: After School Assistant		
REPORTS TO: Head Teacher		
1.	PURPOSE OF JOB: To support in the provision of high quality experiences within the after school setting.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
1.	<u>School Related:</u>	
i.	Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.	
ii	Support the supervisor in providing an appropriate curriculum which meets the needs and interests of children attending the club.	
iii	Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities meeting group and individual needs. Prepare snacks as required	
iv	Keep up to date with latest child care developments	
v	Clear away equipment after children have left	
2.	<u>Child Related</u>	
vi	Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development	
vii	Support those with special needs	
viii	Carry out reasonable personal care/hygiene duties and administer basic first aid	
ix	Assist with the movement of children in and around the school	

3.	<p>MANAGEMENT OF PEOPLE</p> <p>SUPERVISION OF PEOPLE</p> <p>No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>Required to be creative when planning activities.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Direct contact with children attending the club and with their parents/carers, other employees at the school.</p>
6.	<p>DECISIONS</p> <p>a) Discretion</p> <p>The postholder must act in accordance with school policies and procedures and relevant legislation.</p>
	<p>b) Consequences</p> <p>Impact would be on child or group of children, for example an unsuitable work plan may impact on a child's behaviour; this would be quickly noticed and remedied.</p>
7.	<p>RESOURCES</p> <p>Responsible for the personal possessions of the children attending the clubs and for the care of the schools equipment.</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands</p> <p>Subjected to conflicting priorities due to curriculum and care needs</p>
	<p>b) Physical Demands</p> <p>Subjected to considerable physical demands due, for example, to height of furniture.</p>
	<p>c) Working Conditions</p> <p>School based and may be required to undertake reasonable duties of a personal nature. Work will be carried out in well lit/ventilated environment.</p>

	<p>d) Work Context</p> <p>Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.</p>		
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.</p>		
<p>10.</p>	<p>GENERAL</p>		
<p>Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.</p>			
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p>			
<p>Safeguarding -. All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Lincolnshire County Council Safeguarding Policy. In addition employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.</p>			
	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Job Description written by: [Manager]</p>	<p>..... .</p>	<p>.....</p>	<p>..... ..</p>
<p>Job Description agreed by: [Postholder]</p>	<p>.....</p>	<p>.....</p>	<p>..... ..</p>