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**Job Description**

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| **School: Lawn Primary School** |
| **Post Title: After School Club Assistant** |
| **Grade/Pay Range: A point 1 A/B** |
| **Hours/weeks: 17.5 hours term time only** |
| **Reporting to: Headteacher** |
| **Department/Team: Support** |

**Overall Purpose of Post**

To supervise children at after school club and ensure their safety. To promote positive play and to encourage and promote appropriate behaviour

**Main Duties and Responsibilities**

You will be required to carry out the following duties. The nature of the school year requires some of these tasks to be done regularly whilst others will be on an annual cycle. The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

* Supporting the delivery of safe, creative and appropriate play activities.
* To ensure that all activities are carried out within the equal opportunities framework.
* To support the full care of the children including collection of the children from their parents/carers.
* Ensure acceptable standards of behaviour are maintained.
* Assist in setting up and tidying away play/activity equipment.
* Administering basic first aid and recording incidents in the first aid book as appropriate and provide written correspondence to the parent/carer

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
* Participate in the Trust Appraisal process and undertake training and professional development as required.
* Contribute to the overall aims and ethos of Transform Trust
* Establish constructive relationships with colleagues, other schools within the Trust and outside agencies.

These above mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust. The responsibility level of any other duties should not exceed those outlined above.

Name of Post Holder

Signature

Date

**Person Specification**

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| **Areas of**  **responsibility** | **Requirements** | **Measurement** | | | | |
| **P** | **A** | **T** | **I** | **D** |
| Experience, Knowledge and skills | * Basic literacy and numeracy skills * Awareness of health & safety issues * Managing behaviour of children * Experience of supervising children as a parent or carer * Ability to work as part of a team and on own initiative * Ability to communicate with all departments in school, especially the pupils |  |  |  |  |  |
| Work to promote mutual respect and good relations | * Ability to work in accordance with the school’s policies including health and safety and safeguarding   policies |  |  |  |  |  |
| Work Related Circumstances | * Must be willing to undertake training as required * Must ensure confidentiality in respect of pupils and information. * Must be willing to undergo and pass a DBS check |  |  |  |  |  |

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| **P: Pre-application A: Application T: Test I: Interview D: Documentary evidence** |

**Transform Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks**