

SHAWFIELD PRIMARY SCHOOL
JOB DESCRIPTION

POST TITLE: Afterschool Club Assistant

RESPONSIBLE TO: Headteacher

THE ROLE:

An Afterschool Club Assistant is a capable individual with responsibility for caring for children and maintaining a high-quality, stimulating learning environment. They are warm and responsive, working flexibly and effectively as part of a team to ensure the smooth running of the club.

An enhanced DBS check is required before any appointment can be confirmed.

MAIN DUTIES & RESPONSIBILITIES

1. To create a safe, welcoming and inclusive environment for all children.
2. To be aware of Shawfield's policies and procedures and ensure these are adhered to.
3. To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care.
4. To be vigilant and protect children from harm or abuse, reporting any concerns immediately – in accordance with child protection and speaking out policies.
5. To be reliable and punctual, maintaining staffing ratios at all times.
6. To develop genuine bonds with the children and support colleagues to sensitively fulfil their responsibilities
7. To reflect on practice and daily routines, tailoring them to meet the individual needs of each child.
8. To contribute to planning and the provision of a stimulating range of age-appropriate activities and ensuring the club is well-resourced and creatively set-up.
9. To contribute to observations and the assessment of children's learning and development ensuring records are kept up-to-date, are of a high standard and are shared effectively.
10. To provide feedback and work in partnership with parents, carers and school, building and maintaining relationships that encourage trust, open communication and involvement in school life.
11. To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
12. To be professional and a good role model to the children and other staff members, at all times
13. To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the club.

14. To attend reasonable out-of-working-hours activities, including training, staff meetings, and special events.

15. To communicate effectively, sharing information where required.

16. To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.

17. To cooperate and work effectively with staff, taking on additional responsibilities/duties where required.

This job description is intended to give you an indication of the main duties, but is not meant to be an exhaustive list.