



Job Description: After School Club Assistant

Responsible to: After School Club Manager

Key Areas:

- Support the Manager/Supervisor with the overall running of the club, ensuring the safety and well-being of all children that attend
- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies and procedures, taking into account children's individual needs
- Abide by and implement all club policies and procedures, the implementation of playwork principles and general childcare requirements
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff
- Ensure understanding and appropriate implementation of all the club's policies and procedures

Duties and responsibilities:

- Support the Manager in providing a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met
- Liaise with the Manager and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded
- Support children to develop independence in all aspects of the After School Club
- Encourage children to self select during snack/tea time and ensure water is accessible at all times for all ages
- Take responsibility with other staff members for following the After School Club's registration and departure procedures
- Assist with the setting out and clearing up of club equipment and activities
- Monitor equipment to ensure it is safe for use
- Maintain a clean environment in relation to health and safety requirements
- Support the Manager to organise resources for the After School Club and consider any further resource needs and their effective placement with child input
- Build effective relationships with parents
- Keep appropriate, accurate and efficient records as requested by the Manager to support children's play and well-being
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation
- Show a strong commitment to attend training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice

- Participate in and attend meetings which relate to the After School Club's management, administration or organisation including open days or evenings as required
- Participate in the supervision and appraisal system of own performance
- Undertake any other duties as may be reasonably required by the Manager

Person Specification			
Job Title: After School Club Assistant			
Criteria	Essential	Desirable	Assessment method
Training related to children, young people or play		Yes	Application form/certificate
First Aid Training		Yes	Application form/certificate
Food Hygiene Training		Yes	Application form/certificate
Safeguarding Training		Yes	Application form/certificate
Experience of working with children aged 7 to 11		Yes	Application form/reference
Experience of working in an after school, breakfast or holiday club		Yes	Application form/reference
Knowledge and experience of appropriate play, games and activities for children aged 7 to 11		Yes	Interview
Understanding of the importance of safeguarding and promoting the welfare of children		Yes	Application form and interview
Ability to work within a team	Yes		Interview and reference
Knowledge and understanding of child development		Yes	Application form and interview
Experience of supporting children with SEND and English as an additional language		Yes	Application form and interview
Experience promoting positive behaviour		Yes	Application form and interview

Knowledge and experience of implementing health and safety procedures		Yes	Application form and interview
To be committed to equality, diversity and the inclusion of all	Yes		Application form and interview
To have a sufficient understanding and use the English language to ensure the well-being of children	Yes		Application form and interview
To be committed to continual personal and professional development	Yes		Application form and interview
Approachable with good interpersonal skills	Yes		Application form and interview
Well-organised, enthusiastic, energetic and reliable	Yes		Application form, interview and reference
Self-motivated and able to take initiative and responsibility	Yes		Application form, interview and reference