

Oak Learning Trust

John F Kennedy Primary School

Job Description – After-School Club Assistant

Responsible to:	Head of School and CEO
Responsibilities:	<ul style="list-style-type: none"> • After School Club assistant • Planning and preparing activities • Provide a healthy snack/tea

General	<p>Support children by:</p> <ul style="list-style-type: none"> • Assisting with supervising and supporting children, ensuring their safety and access to learning. • Establishing good relationships with children, acting as a role model and being aware of and responding appropriately to individual needs. • Promoting the inclusion and acceptance of all children. • Encouraging children to interact with others and engage in activities led by the Club. • Encouraging children to act independently as appropriate. <p>Support the club by:</p> <ul style="list-style-type: none"> • Assisting with the planning and preparation of after school club activities for children to participate and engage in. • Assisting with the collating and displaying of evidence regarding individual children and the club as a whole. • Being aware of children’s problems/progress/achievements and report to the parents/Class Teacher as agreed. • Assisting with undertaking children’s record keeping as requested. • Managing children’s behaviour, reporting difficulties as appropriate. • Gathering/reporting information from/to parents/carers as directed. • Being aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Being aware of and support difference and ensure all children’s have equal access to opportunities to learn and develop. • Contributing to the overall ethos/work/aims of the club. • Appreciating and supporting the role of other professionals. • Attending relevant meetings as required. • Participating in training and other learning activities and performance development as required. • Assisting with the supervision of children in relation to pickups and drop offs to and from the club. • Preparing a healthy snack/tea for the children and supervise their meal/snack. • Assisting with maintaining pupil records and ensure health and safety through accurate signing in and out procedures. • Assisting with responding to parental enquiries regarding bookings and payments. • Working alongside the School Business Manager to actively promote the club and encourage participation. • Assisting with regularly seeking feedback and the opinion of parents, pupils and other staff to ensure continuous improvement.
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	<ul style="list-style-type: none"> • Assisting with the ordering and monitoring of food resources/equipment in line with best value procedures. • Assisting with planning and accounting for activities that pupils will undertake during their time in the clubs • Undertaking such other responsibilities allocated which are appropriate to the grade of the post
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The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the council.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of Council records and information.

The post holder must carry out their duties with full regard to the Council’s Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other Council Policies.

The postholder must comply with the Councils Health and safety rules and regulations and with Health and Safety legislation.

Head of School

Post holder

Date

Date

This job description will be reviewed annually or earlier if required.