Before and After School Club Assistant

| Salary | Level 2 FTE £23, 656  Actual Salary £12, 868  22.5 hours per week Monday-Friday 7.30am-9.00am  2.45pm-5.45pm |
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| Location | Co-op Academy Grove |
| Reports to | School Business Manager |

| Purpose of role:   * To support the before and after school club in delivering high quality play opportunities for all children in a safe and creative environment. * To be responsible for the safeguarding, care and supervision of children attending the before and after school club. |
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| Key accountabilities (and specific duties / responsibilities):   * To provide care and supervision for pupils outside of school hours for Co-op Academy Grove, Co-op Academy Hamilton, Co-op Academy Northwood * To deliver and collect for our Infant academies with a walking bus * To assist in the preparation of games and activities that the children will engage in during their time in the care club * To supervise children whilst they are playing games and undertaking activities in the care club * To maintain a safe and clean environment for children, other staff and visitors so far as it is possible * To help with the maintenance of any records that are kept, working closely with Co-op Academy Grove Office staff * To assist in the preparation of foodstuffs and to supervise children before, during and after they have eaten * To contribute to the creation of an attractive and stimulating environment through good quality display and classroom organisation * To support the maintenance of positive links between home and school by making parents/carers feel welcome within the care club * To be aware of, and maintain, specific school policies which relate to pupils in the care club including special educational needs, behaviour, equal opportunities and health and safety * Any other duties commensurate with the post |
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Job Description

| Personal attributes required (based on job description): | | | | |
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| Attributes | | All attributes are essential, unless indicated below as ‘desirable’ | | How measured, e.g. application form (A), interview (I) test (T) |
| Qualifications   * Have completed a relevant course of further education, to at least Level 2, and show a commitment to lifelong learning. | |  | | A/I |
| Experience   * Have experience of working with children. * Understand and have experience of safeguarding children. | |  | | A/I  A/I |
| Skills, Ability, Knowledge   * Have good people skills and an ability to communicate effectively with children, parents / carers, school staff and visitors. * Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication with parents / carers. * The ability to work as part of a team and participate effectively in staff meetings and training. * The ability to prioritise and plan work and to work on own initiative and without day to day supervision. * The ability to be flexible when the need arises. * Efficient / accurate record keeping. * Understanding of positive behaviour management. | |  | | I  I  I  I  I  I  I |
| Personal Qualities   * Have a passionate, child centred approach to all elements of school life. * Demonstrate commitment with regard to personal development. * All our colleagues are expected to demonstrate a commitment to co-operative values and principles, British Values and the Ways of Being Co-op.   Must include qualities relating to the safeguarding of children;   * Motivation to work with children * Ability to form and maintain appropriate relationships and personal boundaries with children. * Emotional resilience in dealing with challenging behaviour. * Attitudes to use of authority and maintaining discipline. | |  | | I  I |

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check with appropriate childrens and/or adults barred list check if necessary. A person who is included in the childrens or adults barred list commits an offence if they engage in regulated activity from which they are barred.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.