

LanCasterian Primary School



A safe and welcoming learning community where:

- we all aim high;
- everyone is included;
- creativity is valued.

Job Description: After School Club Staff Member
Reporting to: Assistant Head for EYFS
Grade: Scale 1B

Core purpose

To provide high quality experiences for pupils attending breakfast/after school clubs within a happy and caring environment.

General duties

- To be responsible for promoting positive play experiences and opportunities for the children during the breakfast/after school club.
- To encourage, support and foster positive relationships between children by providing positive and active play experiences and opportunities.
- To administer first aid when required as per school protocols.
- To maintain an up to date register of pupils attending breakfast/after school and liaise with the school administrative staff regarding pupil numbers.

Refreshment Provision

- To serve breakfast/after school snack to pupils, with the support of catering staff, and ensure all food and equipment is tidied away at the end of sessions.
- To encourage pupils to eat, especially those with special needs or disabilities.
- To encourage social skills and good table manners, ensuring safety with cutlery.
- To clean up spillages when food is spilt or dropped where such spillages are hazardous to pupils/staff.

Play Supervision

- To prepare breakfast/after school club games and activities, organising equipment and resources for the children to use during playtime in conjunction with other staff.
- To be responsible for ensuring all equipment is put away at the end of play as necessary ensuring no equipment is left lying around.
- To actively monitor and supervise an area of the playground/school during breakfast/after school club to ensure all pupils are involved in positive play experiences.
- To actively support pupils in the playground/play area by teaching them to play cooperatively, introducing them to a range of playtime games and activities.

Pastoral Care

- To promote self-discipline, high standards of behaviour and positive attitudes on the part of all children and to implement school policies and procedures.
- To take prompt action when dealing with accidents and report accidents and incidents to the senior person in charge when necessary.
- To report concerns of child abuse to the Designated Child Protection Office or in her/his absence the Deputy Designated Child Protection Officer.
- To listen to children and respond to their needs in accordance with school policy and procedures.

- To attend to the health, welfare and safety of the children during breakfast/after school club adhering to the school Health and Safety policy and procedures at all times.
- (After school club only) To contact parents/carers who are late to collect their children, and in the event of difficulties, speak to the SLT member of staff on premises.

Other

- To maintain confidentiality at all times including implementing data protection policies
- To contribute positively to and support the overall aims and ethos of the school
- To fully support the life and work of the school

This job description will be reviewed regularly. The Head Teacher may modify it after consultation with the post holder at any time to reflect or anticipate changes in the job, commensurate with the salary and job title.

PERSON SPECIFICATION

Knowledge, Experience, and Qualifications:

- A relevant Level 3 qualification in Childcare (or equivalent) is required to lead a before or after-school club.
- Experience working with children of primary school age, with a focus on providing high-quality play and learning opportunities.
- Experience supporting children with learning difficulties and/or disabilities.
- Experience supervising mealtimes and/or snack times.
- Ideally holds a valid Paediatric First Aid Certificate.

Skills and Personal Qualities:

- An ability to work with children with a wide range of support needs.
- An ability to take responsibility for tasks without direct supervision.
- A commitment to putting the needs of students first.
- A commitment to treating people equally and with a respect for diversity.
- Good communication skills
- An ability to work well with others.
- An ability to work flexibly.
- A willingness to undertake further training, if necessary, to meet the needs of the students.