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| Afterschool Club Assistant Job Description |
| Job Title: | Afterschool Club Assistant  |
| Responsible to: | After School Club Lead and the Senior Leadership Team |
| Liaising with: | Headteacher, SLT, Teaching and Support Staff, Parents, pupils and outside agencies |
| Pay Scale: | SP 1 to 3 (pro-rata) |
| Contract Terms: | Permanent - Part Time  |



All staff should be committed to the Academy and East Midland Academy Trust purpose to provide a relentless focus on great leadership and management and outstanding teaching. The East Midland Academy Trust is committed to support the academy leaders, teachers and support staff to be the best they can be.

Core role of an Afterschool Club Assistant

The After School Club Assistant is responsible for supporting the After School Club Lead in the day-to-day organisation of the after-school club to ensure that parents and carers are provided with high quality provision.

* Support in the organise the afterschool club provision
* Deliver exciting and create play opportunities that meet the pupil’s developmental needs and stimulates their learning in a safe and caring environment
* Support with the for the setting up and tidying away resources and report any loss or damage or low stock levels to the relevant staff, this includes any other areas of the school which are used
* Ensure that on leaving all windows and doors are securely locked, lights and any electrical equipment is turned off
* Act as an ambassador for the organisation and maintain a positive image of its aims
* Maintain an attendance register
* Liaise with school staff as needed, including the school office ensuring records are properly maintained e.g. daily attendance registers, accident forms and correspondence with the parents.
* Prepare snacks and be committed to healthy eating and a healthy lifestyle regarding the provision of refreshments and snacks
* Establish and maintain positive relationships with pupils and their families and value parental evolvement
* Liaise with parents and carers as needed, especially when ensuring the secure handover of the pupils at the end of each session
* Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs

## Behaviour and Safety

* Establish a safe, purposeful and stimulating environment for pupils, rooted in mutual respect and establish a framework for discipline with a range of strategies, using praise, sanctions and rewards consistently and fairly
* Manage classes effectively, using approaches which are appropriate to pupils’ needs in order to inspire, motivate and challenge pupils
* Maintain good relationships with pupils, exercise appropriate authority, and act decisively when necessary
* Be a positive role model and demonstrate consistently the positive attitudes, values and behaviour, which are expected of pupils
* Have high expectations of behaviour, promoting self-control and independence of all learners
* Carry out playground and other duties as directed
* Be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol/procedures
* Keep an accurate register of pupils for each lesson, unexplained absences or patterns of absence should be reported immediately in accordance with the school protocols/procedures

## Team working and collaboration

* Participate in any relevant meetings/professional development opportunities at the school, which relate to the learners, curriculum or organisation of the school including pastoral arrangements and assemblies
* Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them
* Ensure that colleagues working with you are appropriately involved in supporting learning and understand the roles they are expected to fulfil
* Take part as required in the review, development and management of the activities relating to the curriculum, organisation and pastoral functions of the school

Our teaching assistants are an integral part of our dedicated team who are working hard to attain high standards across the academy.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and students.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

Post Holder (print name): Post Holder (signature):

Line manager (print name): Line Manger (signature):

Headteacher (print name): Headteacher (signature):

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| Compiled by: **HR** / **Headteacher** | Revision Number: v1 |
| Approved by Headteacher: | Revision Date: \_\_\_/\_\_\_/\_\_\_ |
| Approved by HRBP:  | Date: \_\_\_/\_\_\_/\_\_\_ |
| Signed by Post holder:  | Date: \_\_\_/\_\_\_/\_\_\_ |

**East Midlands Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**All appointments are subject to safer recruitment requirements.**

**This post is subject to an Enhanced DBS Disclosure**