



# Blanchelande College

## AFTER-SCHOOL CLUB ASSISTANT (PART TIME)

### JOB DESCRIPTION

**Purpose of the role:** After School Club staff are committed to care for and play alongside our Primary aged children. Activities may include (but not limited to) arts and crafts, cookery, puzzles and games, gardening. There is also an area for children to have quiet time or complete their homework.

#### Key Responsibilities

- Arrive in good time to allow the setting up of activities.
- Ensure you are aware of children who have medical interventions, allergies or any welfare concerns and ensure they are protected at all times.
- Keep records of child attendance.
- Keep brief records of poor behaviour and pass information on as required.
- Be aware of fire procedures.
- Sign children out at the end of their session.
- Demonstrate and promote good behaviour.
- Play alongside children.
- Create a welcoming and accommodating environment for parents and children.
- Liaise with the school regarding any Human Resources concerns.

#### Staff should ensure that the children:

- Feel welcomed, excited and engaged about their session.
- Feel that it is not an extension of the school day, that there is a homely feel where there are activities, friends and fun.
- Are kind and courteous.
- Encourage the children to help tidy away activities and resources throughout the session.
- Are encouraged to join in with tasks.

#### Other duties

- Safeguard pupils at all times, in accordance with the Safeguarding and Child Protection policy.
- Read and adhere to all school policies and procedures as laid out in the Staff Handbook, as well as applicable legal and regulatory codes of practice.
- Attend Staff Meetings, and INSET days, as required, and be proactive in updating training and qualifications.



# Blanchelande College

- Support the pupils and school as a whole, by attending school productions, functions, PTFA events and other occasions, as required.
- Assist with communication, for instance informing parents and pupils of school notices and special events, using the appropriate channels.
- Carry out tasks as delegated by the Principal or SMT/SLT.
- Be fully supportive of the Catholic identity, ethos and mission of Blanchelande College, participating in the school's religious life (e.g. attendance at Mass, collective worship), as required.

## **Flexibility**

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties/responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstance make necessary.

***For completion upon offer:***

***I hereby confirm acceptance of the above:***

Name: .....

Signed: .....

Date: .....