



Job Description: ASC Assistant

Job Purpose:

To work under the direction and instruction of the school leadership team to ensure and monitor the safety and good behaviour of children at the After School Club.

Under the agreed system of supervision, provide safe and stimulating care for children.

Specific Duties:

Supervision of Pupils

- Plan a range of suitable activities for children with an age range of 4-11 on a termly basis.
- Ensure the welfare and safety of children within our care.
- Promote good behaviour within the group following the school's behaviour policy and systems.
- Treat all children as individuals and have a secure knowledge and understanding of their needs while they are within our care.
- Act as a First Aider.
- Motivate and encouraging the children to participate in activities.
- Liaise with class teachers and parents/guardians.
- Develop methods of promoting the children's self-esteem.
- Be ready at all times to deal with emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Maintain up to date statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensure the club maintains Ofsted standards of care.
- Understand the duties in relation to safeguarding children, reporting any concerns immediately to the DSL or Deputy DSL.

Support to School (this list is not exhaustive and should reflect the ethos of the school)

- Advising the school office weekly of the amounts due from parents, to be entered into Parent Pay based on logs created.
- Keep parents informed of forthcoming events and activities.
- Ensure that the club area is cleaned at the end of the session and is ready for normal lessons.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and development activities as required.



- Contribute to the promotion of the club to maximise usage and continued success.
- Under the direction of the Headteacher, organise and supervise the work of any other club staff.
- Set a good role model in terms of dress, punctuality, behaviour and attendance.
- Ensure that the club equipment is safely and hygienically maintained.
- Organise resources and equipment daily and undertake an annual audit of equipment.
- Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with.
- Comply with all policies and procedures relating to child protection, health, safety and security, GDPR confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be aware of, support, and ensure equal opportunities for all.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.



Person Specification: ASC Assistant

Experience:

- Experience of working with groups of children in the age range 4-11.

Qualifications/Training:

- NVQ Level 2 in Childcare and Education or equivalent experience

Knowledge/skills:

- Able to provide high-quality care for children.
- Ability to relate well to others – children, parents/carers, staff, managers, and other professionals.
- Ability to work constructively as part of a team or on own initiative.
- The commitment to and understanding of anti-discriminatory practice.
- Ability to learn and develop new skills and methods of working.
- Good ICT skills.
- Good communication Skills
- Have good organisational skills.
- Basic knowledge of first aid – paediatric training ideally.

Attributes:

- Have good interpersonal skills
- Demonstrate the ability to work constructively as part of a team.
- Relate well to children and to adults
- Have a full working knowledge of relevant policies/code of practice/legislation.
- Demonstrate the understanding and ability to maintain a safe and hygienic working environment.
- Have the ability to organise, lead and motivate other staff.
- Have good organisation, planning and prioritising skills.
- Be methodical with a good attention to detail.
- Possess excellent interpersonal skills to be able to relate well to a wide range of people.
- Understand the principles of child development and learning processes and in particular barriers to learning.
- Have a friendly yet professional and respectful approach, which demonstrates support and shows mutual respect.
- Be open, honest and an active listener.
- Take responsibility and be accountable.
- Demonstrate a 'can do' attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.
- Be committed to the provision and improvement of quality service provision.
- Be adaptable to change.



- Act with pace and urgency being energetic, enthusiastic and decisive.
- Communicate effectively.
- Have the ability to learn from experiences and challenges.
- Be committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.
- Demonstrate and assist in the safe and effective use of materials and equipment.
- Must be able and willing to take holidays during school closure periods.

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting, the welfare of children will need to be demonstrated; these will include:

- Motivation to work with children and young people.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Emotional resilience in working with challenging behaviours.
- Positive attitudes to authority and maintaining discipline.
- Maintain confidentiality outside of school, this includes NOT discussing with the parents about children other than their own and personal conversations regarding staff.