



<b>Job title</b>	Afterschool Assistant
<b>Date</b>	November 2023
<b>Department</b>	Coram House
<b>Reports to</b>	Headteacher and Deputy Headteacher
<b>Hours of work</b>	3.00pm – 6.00pm, Monday to Friday, term time only

### **Purpose of the Role**

To assist in the day to day organisation of the afterschool provision at Coram House providing high standards of care and play opportunities for children between the ages of 4-11 years old in a safe and secure environment.

### **Departmental Information**

Coram House pursues high academic and pastoral standards for children placing importance on individualised teaching and learning. The curriculum gives great breadth and supports all learners. Children are taught in mixed ability classes and are able to recognise and understand their targets and areas for development.

At Coram House we are passionate about extending our children's learning opportunities outside the classroom. The school welcomes members of staff of high professional standards and shares the responsibility with each member of staff for continual review and development of expertise. All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

### **Main duties and responsibilities**

Deliver after-school provision ensuring high levels of care for all children

Maintain accurate records for signing children in and out of after school care.

Create a happy atmosphere and provide and maintain a high level of care for the children.

Maintain a safe and stimulating play environment and assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.

Report to the member of SLT on duty.

Assist with the delivery of activities, which meet children's individual developmental needs.

Supervise tea time refreshments for the children.

Set up and tidy before and after each after school care session and complete lock up and related checks.

Follow guidelines and procedures for safeguarding in accordance with Ackworth School's policies and procedures.

Carry out any other duties, which will be seen to enhance the work of the after-school provision.

Attend any relevant training sessions to ensure that you are fully equipped to perform your role effectively.

**Person Specification**

<b>Essential knowledge, experience and skills</b>	<b>Desirable knowledge, experience and skills</b>
Experience of working with children in a similar role	Experience of delivering after school care
Excellent communication skills	NVQ level 3 in childcare/play work (or equivalent)
Recent experience of working with children age 4-11	First aid qualification
Good organisational skills	Food hygiene qualification
Good knowledge and understanding of equal opportunities and special educational needs	
Commitment to supporting the aims and ethos of the school	
Willingness to learn and show initiative	
Ability to maintain confidentiality	
Ability to work as part of a team	
Ability to encourage and support the children with an interest in children's wellbeing	

Ackworth School is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. All staff are required to understand and adhere to the Schools Health and Safety policies.

Job descriptions may be subject to review from time to time and can be altered or amended to meet the changing requirements of the School. They are not designed to limit the extent of the role but instead to outline the main tasks and responsibilities.