



School/College: Stathern Primary School

Job Title: Before/After School Care Assistant

Grade: 4

Responsible To: The Before/After School Care Manager

Key Relationships/ Liaison with: Pupils, Colleagues, Parents, Governors

Job Purpose: To support the Before/After School Care Manager in the provision of high quality activities for pupils before the start of or after the end of the normal school day.

MAIN DUTIES AND RESPONSIBILITIES:

1. Assist in planning programs of activities appropriate to the age and ability of the group.
2. Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
3. Be aware at all times of appropriate Health & Safety procedures.
4. Attend staff meetings as required.
5. Assist with the organisation of equipment and accommodation.
6. Quietly refer any instance of unacceptable behaviour or concerns they may have about pupils to the manager.
7. Mop up spillages and accidents with the use of appropriate materials/equipment.
8. Comfort and supervise pupils who are ill or have had an accident, administering to their needs, as appropriate and referring to the nominated teacher and/or First Aider ensuring that accidents are recorded appropriately.
9. Be aware and apply the school's policies and procedures.
10. Being aware of confidentiality issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
11. Participating in appropriate school-based meetings and training activities within contracted hours.
12. Undertake any other curricula duties which may reasonably be regarded as within the nature of the duties and responsibilities.

- 13 Grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the Recognised Trade Unions.

SPECIAL FACTORS:

Subject to the duration of the need, the special conditions given below apply:

- (a) The nature of the work may involve the postholder carrying out work outside of normal working hours.
- (b) The postholder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service.
- (c) Expenses will be paid in accordance with the Local Conditions of Service.
- (d) This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Leicestershire County Council is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

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	Essential	Desirable	How assessed
<u>Qualifications</u> NVQ 2 level qualification in relevant subject		✓	App/Doc
<u>Experience</u> Experience of working in a child care setting	✓		App/Ref
<u>Knowledge</u> Knowledge of Child Protection and appropriate Health and Safety Regulations.	✓		
<u>Skills/Attributes</u> A good standard of literacy and numeracy skills. Ability to work with children in a learning environment. Good interpersonal skills. Ability to work as part of a team. Empathy with children. Have the ability to undertake personal development.	✓ ✓ ✓ ✓ ✓ ✓		
<u>General Circumstances</u> Willingness to attend courses to update knowledge. An understanding of, and commitment to, Equal Opportunities, and the ability to apply this to strategic work and day-to-day situations	✓ ✓		App/Int App/Int
<u>Factors not already covered</u> Must be able to perform all duties and tasks with reasonable adjustment,	✓		Med

	Essential	Desirable	How assessed
where appropriate, in accordance with the provisions of the Equality Act 2010.			

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)