

BRIGHTON & HOVE CITY COUNCIL

JOB DESCRIPTION

Job Title: After School Club Supervisory Assistant

Reports to: Headteacher

Department: Children and Young People's Trust

Section: Westdene Primary School

Purpose of the Job

To provide high quality care for children at Westdene Primary School who are accessing after school provision, working with other staff to deliver a fully integrated service.

To assist the After School Club Coordinator in ensuring that each child has an enjoyable and safe session and eats a healthy snack before going home.

Principal Accountabilities

- To provide high quality care and activities for children which recognise both individual and group requirements in a secure, safe and stimulating environment.
- To prepare and serve a healthy snack for children attending the after school club, encouraging good nutrition and sociable eating.
- To have knowledge of individual pupil's special needs and requirements (e.g. food allergies) to ensure that they receive appropriate support during the session.
- To set up and deliver activities which encourage imagination, independence and social skills. To use equipment associated with activities safely and responsibly.
- To encourage positive game playing and sharing with the aim of helping to solve conflict between children when required.
- To supervise children using the toilet facilities and to support children with other personal care needs when required.

- To work in partnership with parents and carers, recognising that parents are their children's first educators, and encourage parental involvement in the activities.
- To be aware of child protection issues and to follow child protection procedures.
- To work as a member of the team and foster good professional relationships within the team including working with students and trainees on placement
- To attend to sick or injured children, including clearing up in accordance with the school's first aid procedures.
- To tidy up after the club, cleaning up any spillages or rubbish.
- To uphold the Council's policies for anti-discriminatory practice and equality of opportunity.
- To uphold the Council's and other departments' Health and Safety requirements, particularly with regard to agreed codes of practice and safe methods of working.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Department: Children and Young People's Trust

Section: Westdene Primary School

Essential Criteria

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| Job Related Education, Qualifications and Knowledge | <ul style="list-style-type: none">• NVQ Level 2 or equivalent experience• Excellent understanding of the needs of young children• Knowledge of relevant legislation and guidance including Children Act 1989, National Day Care Standards, Foundation Stage Curriculum• Knowledge of relevant procedures and associated legislation (e.g. health and safety, paediatric first aid, food hygiene)• Knowledge of child protection issues and procedures• Knowledge of equalities issues and implementation and development of equalities practices |
| Experience | <ul style="list-style-type: none">• Demonstrable experience of providing care and education to children from a wide range of backgrounds, including those with special educational needs, in early years settings |
| Skills and Abilities | <ul style="list-style-type: none">• Ability to communicate with and listen to a wide range of people• Ability to observe and assess children's development• Possess a warm and positive approach to children• Ability to develop good working relationships with parents and other service providers• Ability and flexibility to cope with changing needs and demands |
| Equalities | <ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy. |
| Other Requirements | <ul style="list-style-type: none">• Willingness to participate in professional development and training. |