Job Description
After School Care Assistant

JOB PURPOSE
To help with the day to day running of our After School Care programme, caring for the children in the club and supervising activities for them.

RESPONSIBLE TO
The Deputy Head via the After School Care Coordinator

TEAM RESPONSIBILITIES
Work closely with other members of the After School Care team, meeting, collaborating and sharing ideas as necessary.

PROFESSIONAL DUTIES

• Take an active role in the pastoral care of all pupils with whom you come into contact, helping to monitor behaviour, relationships, personal and social development
• Liaise closely with the After School Coordinator to understand what is required for each session and activity
• Help to maintain accurate records of attendance
• Feed back to the After School Care Coordinator any observations or other relevant information about the running of the club
• Share ideas for new activities and initiatives
• Pass on and discuss any communication from parents
• Establish good relationships with colleagues, pupils and parents
• Act in accordance with the policies of the School and in particular with the principles laid down in the Staff Handbook, Staff Code of Conduct and Safeguarding & Child Protection Policy

HOURS
Monday, Tuesday, Thursday, Friday: 15:00 – 18:00
Wednesday: 12:00 – 18:00
Person Specification
After School Care Assistant

Essential
• Experience in working with children
• Fluency in English
• Good team player
• Ability to lead small group activities
• Sense of humour

Desirable
• Good facility in French
• Creative or sporting talents
• Qualification to work with children
• Experience of working in school(s)

June 2018