

Job description

Job title:	After School Club Assistant
Responsible to:	School Operations Manager
Location:	Lift Trinity, Bounds Green Road, London, N22 8ES, United Kingdom
Hours of work:	15 hours per week, term time
Salary:	NJC SCP 3-4 £28,617-29,025 FTE, actual salary: £9,934 - £10,076 + well-being cash plan + Local Government Pension Scheme (LGPS) + additional Lift Schools benefits

Overview of the role:

The role of the After School Club Assistant is to create a safe and stimulating environment for pupils to learn and play before/after school. The After School Club Assistant will be responsible for developing and delivering a structured set of activities for pupils that will encourage social, physical, intellectual, creative and emotional development, while ensuring the safety, general welfare and proper conduct of pupils.

This role contributes to the Lift Schools' mission that **every** child receives an **excellent** education, in **every** classroom, **every** day.

Responsibilities:

General

- Plan, prepare and deliver high quality activities, which meet children's individual developmental needs.
- Work closely with other staff to ensure the provision offers a safe and stimulating environment in which children are able to play freely.
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development, giving consideration to families' ethnic, cultural and linguistic backgrounds.
- Manage registration and follow school policies to deal with any absent pupils.
- Assist in the preparation and distribution of healthy and nutritious snacks for pupils.
- Liaise with parents and carers to provide feedback on pupils, as required.
- Liaise with the School Operations Manager on the planning, progress, and attendance of clubs.
- Maintain an agreed standard of cleanliness and hygiene, before, during and at the end of each session.
- Promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- Deal with any incidents or emergencies arising according to the schools policies and procedures, and administer basic first aid, as required.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The postholder is expected to work to the best of their ability, to be diligent, honest and ethical in the performance of duties and to conduct personal and professional life to the highest standard such that public confidence in their integrity is sustained.
2. This job description does not form part of the contract of employment and is not a comprehensive definition of the post. The duties of this post may vary from time to time according to the needs of the school/Trust following consultation with the job holder. It will be reviewed periodically.

3. The postholder is expected to participate and engage with workplace learning and development opportunities to continually improve their own performance.
4. The postholder may deal with sensitive material and should maintain confidentiality in all school related matters as set out in their statement of terms and condition of employment.
5. Information about how and why we collect your data can be found in the "Lift Schools Privacy Notice for Staff" which you are required to comply with.
6. You are expected to take reasonable care of your own health and safety and to be mindful of the safety of others, to cooperate with instructions, to minimise and mitigate potential hazards and risks to others and to appropriately report hazards, illnesses or injuries in accordance with our Health & Safety Policy.

Safeguarding:

At Lift Schools we are committed to ensuring the highest levels of safeguarding and promoting the welfare of our students, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check, and you are required to complete them and advise us immediately should you subsequently be convicted of an offence.

Equality, Equity, Diversity and Inclusion:

At Lift Schools, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation.

Person specification

Qualifications and experience	
Essential • Experience of working with children in a similar setting. • Experience of running some form of organised group sessions.	Desirable • L2 qualification in childcare. • Basic First Aid qualification.
Knowledge and skills	
Essential • Knowledge and understanding of children's age and stage of development, including pupils with SEND. • Ability to work in partnership with parents, teachers and the senior leadership team. • Ability to resolve problems independently and use initiative. • Ability to create an inspirational and stimulating child-centred play and care environment. • Knowledge of First Aid, and able to administer First Aid for minor injuries.	Desirable • NA
Leadership skills	

Essential • Excellent communication skills with ability to communicate clearly to students. • Ability to coordinate and instruct large groups. • Ability to work effectively as part of a team. • Ability to build and maintain effective relationships with others.	Desirable • NA
Personal attributes and behaviours	
Essential • A positive and proactive attitude. • Patience, empathy and the ability to relate to young people. • Strong organisational skills and the ability to manage multiple tasks simultaneously.	Desirable • Can reflect thoughtfully and critically on the Project H mindsets, and identify their own strengths and areas for development in these areas. The Project H mindsets are: ○ Share ideas early, often and honestly; ○ Embrace constructive disagreement; ○ Value ideas, not ego; ○ Be curious and open to new ideas; ○ Focus on facts and reason.
Special requirements	
• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check. • Right to work in the UK. • Evidence of a commitment to promoting the welfare and safeguarding of children and young people. • Show a commitment and proactive approach to drive forward equality, equity, diversity and inclusion and to own personal development along with a positive attitude towards legislative developments and the provision of equitable services.	