

Job Title and Level

After School Club Assistant (H3)



Main Purpose of the Role

The After School Club Assistant plays a crucial role in providing a safe, engaging, and enriching environment for children at Goffs Oak Primary and Nursery School. This position is responsible for planning and supervising a range of activities, ensuring the well-being and positive development of the children in our care, and aligning with the school's vision and values.

Key Responsibilities and Duties

Activity Planning and Preparation

- Plan a variety of engaging and age-appropriate activities for the after-school club, including games, crafts, and physical play
- Prepare the necessary materials, equipment, and resources for the planned activities
- Set up the activity spaces and ensure they are safe and ready for the children's arrival

Supervision and Engagement

- Supervise the children during the after-school club, maintaining a high level of engagement and interaction
- Encourage good social skills, manners, and positive behaviour, in line with the school's behaviour policy
- Provide a safe and nurturing environment for children to play, socialise, and develop their independence
- Supervise the children during snack time, promoting healthy eating habits and positive social interactions

Cleanup and Maintenance

- Ensure the activity spaces are clean and tidy after the club, including clearing any food or waste, wiping down surfaces, and sweeping the floor
- Store equipment and materials safely and appropriately

Health, Safety, and Safeguarding

- Maintain the health, safety, and welfare of the children during the after-school club, with consideration for any special or additional needs
- Provide first aid as required during the after-school period
- Follow the school's safeguarding policies and procedures, reporting any concerns to senior staff

Alignment with School Values

- Encourage children to be resilient, independent, and to follow the values of Goffs Oak Primary and Nursery School
- Promote the school's vision and ethos through the delivery of the after-school club

Skills and Competencies

- Level 3 childcare qualification or equivalent
- Experience in planning and delivering a range of engaging activities for children
- Strong interpersonal and communication skills, with the ability to build positive relationships with children



- Excellent organisational and time management skills
- Ability to work collaboratively with colleagues and follow school policies and procedures
- Commitment to promoting the health, safety, and well-being of children
- Understanding of child development and the ability to adapt activities to meet the needs of individual children
- Enthusiasm for supporting children's learning, growth, and development

Professional Development

Goffs Oak Primary and Nursery School is committed to the continuous professional development of all staff. As an After School Club Assistant, you will have access to a range of training opportunities to enhance your skills and knowledge, including:

- Safeguarding and child protection training
- Behaviour management strategies
- First aid and emergency response
- Ongoing support and mentoring from the school's leadership team

We encourage all staff to take an active role in their professional development and to seek out opportunities to expand their expertise, in line with the school's vision of providing the best possible education and care for our children.

Safeguarding

Safeguarding children is of the utmost importance at Goffs Oak Primary and Nursery School. As an After School Club Assistant, you will have a crucial role in ensuring the safety and well-being of the children in your care. Your responsibilities will include:

- Adhering to the school's safeguarding policies and procedures at all times
- Recognising and reporting any concerns or incidents related to child protection, in line with the school's reporting protocols
- Maintaining a vigilant and proactive approach to monitoring the children's safety and well-being during the after-school club
- Participating in regular safeguarding training to ensure your knowledge and skills are up-to-date
- Promoting a culture of safeguarding and child protection throughout the after-school club

By prioritising the safety and welfare of our children, you will play a vital role in supporting the school's commitment to providing a nurturing and secure environment for all.