

**Ivy Learning Trust  
Job Description**

**Post:** After School Club Assistant

**Pay range:** Hertfordshire H1

**Our vision is to help create a fair and just society. This vision is based on four principles:  
Ivy is one family. Good education is a birth right. Make it easy to make a difference.  
Local leaders know their school best.**

**Purpose of post:**

- To provide an enjoyable play experience for all children attending After School Club.
- To be involved in the planning, setting up and packing away of activities.
- To ensure the safety and wellbeing of pupils at all times.

**Key accountabilities:**

- Alongside other team members, provide appropriate support to pupils to enable them to engage in a range of games and activities.
- Maintain a safe environment through adequate supervision of pupils and follow the procedures set out in the Ivy Learning Trust's Behaviour Policy.

**Key responsibilities:**

- Observe and monitor pupils, adapting any agreed approach to meet particular needs.
- Support and supervise pupils whilst eating their daily snack.
- Encourage pupils to be involved in appropriate activities taking into account any additional needs of the child.
- Develop methods of promoting and reinforcing children's self-esteem, confidence and independence.
- Enable pupils to have fun and participate in games at their appropriate level.
- Work or play with individuals or small groups of children providing assistance and encouragement.
- Assist in the planning, creation and mounting of displays of pupils' work.
- Provide support and assistance for children's pastoral needs (e.g. dressing, going to the toilet and caring for sick, injured or distressed children).
- Report as necessary, any areas for improvement or concern to the After School Club Lead.
- Maintain daily registers.
- Assist with the setting up, preparation and putting away of resources/equipment.

**All staff will:**

- Promote equality of opportunity.
- Follow safeguarding guidelines and child protection policy/procedures.
- Contribute to producing/delivering priorities in the School Improvement Plan.
- Keep their own performance under review, contributing to monitoring, evaluation and review, and participate in performance management/appraisal.
- Promote positive attitudes and behaviour.
- Contribute to the smooth day to day running of the school.
- Be committed to achieving the school values.
- Work to develop the Trust to have successful, inclusive schools.
- Respond promptly to concerns from parents, staff or students.
- Promote the school in the community.
- Work in partnership with all colleagues, including the Governing Body.
- Support Codes of Professional Ethics/Safe Practice in the Staff Handbook.
- Have regard for and act in accordance with Health and Safety policy/practice.
- Celebrate success of pupils and staff.

The post holder shall ensure that the duties of the post are undertaken with due regard of the Trust's policies and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

This job description should not be viewed as a comprehensive description of the post. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to:

- Comply with any reasonable request from those in a position of responsibility to undertake work of a similar level that is not specified in this job description.
- To work with and alongside other staff to ensure that the Trust provides the best possible outcomes for all children.
- To provide emergency back-up cover in the event of staff absence.

The post holder may be required to work in any of the offices/schools/nurseries within Ivy, as directed by the CEO.

<b>Ivy Learning Trust Person Specification</b>	
<b>Post:</b>	After School Club Assistant
<b>Pay range:</b>	H1

<b>Essential</b>	<b>Desirable</b>
Excellent communication skills with children, staff members and parents	
Positive and enthusiastic attitude to play	
Ability to respond calmly and logically to problems or emergencies	
Ability to use own initiative and judgement	
Ability to foster warm and supportive relationships with children, parents and colleagues while maintaining confidentiality where necessary	
Understanding of safeguarding requirements and best practice	
Experience of working with 4-11 year olds in a play or educational environment	
First aid qualification (or willingness to undertake training)	
Food hygiene certificate (or willingness to obtain)	