

After School Club Leader and Fixed Term Teaching Assistant working 1:1 with a child

ROLE: After School Club Leader and Fixed Term Teaching Assistant working 1:1 with a child

HOURS: 27.5 hours per week working 12.30pm-6pm Monday to Friday term time only

SALARY: Dorset grade 5, SCP 5-6

Main Job Purpose

This role has two elements. The first is to lead our new After School Club and the other is to work 1:1 with a child in Foundation.

The After School Club Leader is responsible for the care and safety of the children in the After School Club. They are involved in contributing to the smooth daily running of the After School Club in line with its aims and for providing activities that support the children's health and well-being in a secure environment. The Club Leader works under the direction and control of the headteacher. They would normally be expected to work under less direct supervision and to use their own initiative to organise activities and tasks.

The 1:1 Teaching Assistant will assist the class teacher in providing a learning environment that enables all children to succeed the curriculum and learn to the best of their ability. To work and support an identified child with specified academic and complex social communication needs.

Main Responsibilities and Duties for After School Club Leader

- 1) Provide levels of individual attention, reassurance and help as appropriate to the pupil's needs.
- 2) Provide information, advice and opportunities for pupils to establish a healthy lifestyle through their choice of tea.
- 3) Be responsible for first aid (after training) in the event of accident or injury and provide documentation as required.
- 4) Be responsible to take appropriate action to minimise health, safety and security risks, which arise during After School Club hours.
- 5) Provide advice and assistance as required (depending on age and ability) to enable pupils to develop basic hygiene skills, supporting pupils in respecting their own and others' needs relating to health and hygiene matters
- 6) Promptly report signs of health problems to the Headteacher
- 7) Supervise children at arrival and at other designated times in the After School Club environment.
- 8) Recognise uncharacteristic behaviour patterns in individual and /or groups of children and report these promptly to the Headteacher.
- 9) Help pupils to select equipment and materials relevant to the task they are undertaking and to use these safely and correctly.
- 10) Support the Operations Manager in purchasing needs relating to the After School Club.
- 11) Prepare and set up the tea serving area considering safety and accessibility.
- 12) Ensure that the area used by After School Club is cleared up and ready for school use
- 13) Provide praise and encouragement to pupils to recognise and promote positive pupil behaviour.
- 14) Support behaviour management at the beginning, end and during each session.

- 15) Where necessary, correct behaviour to maintain order and discipline.
- 16) Ensure that information for the school office is collected, collated and passed on as promptly as possible.
- 17) Comply with health and safety regulations.
- 18) Maintain confidentiality

Main Responsibilities and Duties for 1:1 Teaching Assistant

- 19) Developing, maintaining and applying knowledge and understanding of pupils' general and specific learning needs. To ensure that support is given to them at an appropriate level.
- 20) Supporting and directing literacy and numeracy tasks, clarifying and explaining instructions.
- 21) Motivate and encourage pupils to concentrate on and fulfil the tasks set.
- 22) To develop an understanding of and provide for pupils' specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the pupil in respect of toileting, eating, mobility and dispensing medication.
- 23) To work 1:1 with a child, as directed by the class teacher and/or SENDCo, to support subjects and learning across the whole curriculum.
- 24) To establish a supportive, caring and secure relationship with the child and parents, promoting respect, self-esteem and a positive, inclusive whole school ethos.
- 25) To develop knowledge and understanding of the specific academic, physical and emotional/behavioral/medical needs of the child and respond to them effectively.
- 26) To support the class teacher to design, create and produce learning activities, material and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support the child using them.
- 27) To help, support and motivate the child, clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
- 28) To contribute to monitoring and recording pupil progress, maintaining records and providing relevant feedback to teachers.
- 29) To provide welfare support to the child, including administering First Aid (dependent of training and attending to personal hygiene and identified medical needs as required).
- 30) To assist with general school duties which may include.
- 31) Setting up classrooms, preparing resources and displays and tidying and clearing away.
- 32) Supervision of children during playtimes.
- 33) Supervision of children entering and leaving school premises.

Supervision and Management of People

- 1) Little or no supervisory responsibility other than assisting with familiarisation of peers and new recruits.
- 2) No formal qualifications or previous experience required, but the ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and a sensitivity to pupils' personal needs is important.
- 3) Understanding and an ability to implement the school's behaviour management policy and procedures.
- 4) Good understanding of Child Safeguarding issues.

Contacts and Relationships

- 1) There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 2) Contacts with other school staff over general routine issues and reporting on any incidents over the tea time period to the line manager.

Decisions

- 1) The post holder will be supervising the movement and conduct of pupils and will be expected to intervene as appropriate to establish safe and proper behaviour.
- 2) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 1) The post has little or no responsibility for physical or financial resources.
- 2) If personal protective clothing is supplied, it must be worn at all times, as provided, and maintained at an appropriate standard.

Work Environment

- 1) The post may require moderate physical effort, as some movement of furniture may be required.
- 2) The post holder will be expected to deal with challenging behaviour from pupils and may be required to attend to pupils with sickness and/or toileting problems.