

## Job Description

### After School Care Assistant

- Grade:** DH Support Staff 3, Spine Point 10
- Reports to:** After School Care Manager / Head of Early Years/Key Stage 1/Key Stage 2
- Responsible for:** Supervision and care of pupils during after school care

#### Overview of role

As part of a team, assisting the After School Care Manager in contributing to the maintenance of a caring environment, securing the safety and welfare of pupils during after school care. This will involve effective supervision of pupils on the school site, leading children in a range of play activities, ensuring the children eat meals safely and behave appropriately.

#### Key duties

*Main duties and responsibilities are indicated here. Other duties of an appropriate level and nature will also be required.*

#### **I. Supervision and care of pupils during after school care, on the school premises including outside areas**

- Assisting in the provision of a variety of appropriate play opportunities for children. Preparing for and leading groups of children in sport, play, craft and learning activities
- Understanding and responding to the needs of individual children and tailoring activities accordingly
- Encouraging children to interact with others and engage in organised activities
- Supervising children to ensure safe use of equipment and facilities
- Where appropriate, assisting/supervising pupils with their general hygiene requirements (washing, toileting etc, in accordance with school policy)
- Dealing with any inappropriate behaviour that may occur, by intervention or calling for assistance, reporting incidents to the Lead Manager in person and if necessary recording in writing for entry onto the school's management information system
- Sharing responsibility with other after school care staff for the maintenance of order as the children eat tea
- Encouraging children to eat, especially those with special needs or disabilities. Being aware of children on restricted diets for reasons such as medical need, from information provided. Assisting children with cutting up food and pouring liquids where necessary

## **2. Associated ancillary duties**

- Checking toilet areas regularly
- Ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance with the school's agreed procedures. Administering basic first aid and recording all first aid incidents
- Being aware of cultural differences between pupils, dealing with any incidents of racism or sexism in accordance with school policies
- Liaising effectively and professionally with other after school care staff, teachers and parents and carers
- Participating in appropriate training as required, e.g. safeguarding, first aid
- Any other reasonable duties in line with this post

### **Child protection**

To have due regard for safeguarding and promoting the welfare of children and to follow the child protection procedures adopted by the school's Safeguarding Policy.

### **Conditions of service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by Dulwich Hamlet Educational Trust.