



JOB DESCRIPTION

Job Title:	Out of Hours Assistant
Responsible to:	Head Teacher
Location:	The Rydal Academy
Salary:	Band 2 (scp 4)
Working Weeks:	Term time only (38weeks per annum)

Aims of the Post:

To work under the direction of teaching staff, to facilitate the after school youth club providing high quality, supervised extended provision for the children at the school.

Main Responsibilities

- ◆ To support the personal needs of pupils and implement related personal programmes of extended school activities
- ◆ To ensure that the variety of activities provided are suitable for age ranges and offer opportunities to have: shared social development through play; physical activities to promote well-being; creative play through drama, role play, small world etc. and opportunity to engage with home and independent learning
- ◆ To record an accurate register for pupil attendance
- ◆ To encourage acceptance and inclusion of all pupils within the school and to ensure all pupils have equal access to opportunities to learn and develop
- ◆ To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
- ◆ To facilitate snack time ensuring the children's welfare needs are met, and good food hygiene practices are observed
- ◆ To administer First Aid when necessary ensuring compliance with school policies and in line with the post holders qualifications
- ◆ To communicate effectively with parents and carers with regard to pupils' achievements and well-being
- ◆ To be keenly aware of the responsibility for safeguarding children and to alert pastoral and other staff to problems arising with individual pupils

Continued/...

- ◆ To engage actively in the Appraisal process, with the aim of improving individual performance and standards across the school
- ◆ To support and promote the ethos and wider life of the school and to make a contribution to this shared responsibility
- ◆ To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns with regard to health and safety
- ◆ To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
- ◆ To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
- ◆ To maintain the allocated areas in the school to ensure that they are well organised and conducive to a stimulating and exciting learning experience
- ◆ To supervise the use and care of the School fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children



Out of Hours Assistant

Key

- A - Application including personal statement
- S - Selection Process including job specific occupational tests
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Check

	Qualifications, Education and Training	Essential/ Desirable	Stage Identified
1.	Good standard of general education	E	A, C
2.	NVQ or equivalent qualification in childcare or Playwork	D	A, C
3.	First Aid and current Food Hygiene certificates	D	A, C
	Experience & Knowledge		
4.	Experience of working or volunteering with children of nursery and or primary age in a teaching and learning, childcare or leisure environment	E	A, S, R
5.	Ability and confidence to assist pupils with basic learning in line with the After School activity programme	E	A, S, R
6.	Understanding of extended school roles and the responsibilities of Out of Hours Assistants	E	A, S, R
7.	Experience of working with a wide range of children including those with specific statements	D	A, S, R
8.	Understanding the principles of child development and learning processes	D	A, S
9.	Experience of activity planning and delivery	D	A, S, R
10.	Qualified / Trained First Aider	D	A, C

Continued/...

	Skills	Essential/ Desirable	Stage Identified
11.	Ability to communicate with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	E	A, S, R
12.	Ability to work in a team and independently	E	A, S, R
	Personal Attributes		
13.	Ability to promote fairness and act as a positive role model to pupils	E	A, S, R
14.	Commitment to own professional development and willingness to undertake training	E	S, R
15.	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
16.	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
17.	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
	Special Requirements		
18.	To comply with all school and trust policies and procedures	E	S
19.	Ability to form and maintain appropriate relationships and personal boundaries with children	E	S, R, D
20.	Emotional resilience in working with challenging behaviours and attitudes, and to use authority to maintain discipline	E	S, R, D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.