



St Christopher's School Trust (Epsom) Ltd

Job Title: After School Care Assistant

Main purpose of job: Working with the After School Care Manager, you will be responsible for the development and daily supervision of the after-school club, providing a safe, caring and stimulating environment for children. To work in partnership with parents and carers, and to promote the wellbeing of the children. To develop, implement and review the policies, procedures, and practices within the after-school club in line with the agreed principles of the school ethos.

This job description indicates the range of duties involved, it is not intended to be all-inclusive and requires the post-holder to be flexible and show initiative. The post holder may perform other related duties as required to meet the ongoing needs of the school.

Responsible to: The post holder is responsible to the After School Care Manager and to the Headteacher and Deputy Head. The post holder also interacts on a professional level with other colleagues and seeks to establish and maintain productive relationships with pupils, parents, and support staff, including outside agencies.

Duties/Key Responsibilities:

Supporting the class teachers as directed. Duties may include (but not limited to):

- Undertake the daily supervision of the after-school club, developing and maintaining high standards throughout to always ensure the welfare of the children.
- To plan age-appropriate, stimulating, and engaging activities for the children who attend after school care at St Christopher's.
- Ensure children have access to well-planned appropriate activities to support their physical, emotional, social, and intellectual development considering families' ethnic, cultural, and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- Maintain the after-school club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the after-school club to ensure the safety and wellbeing of all those who use and work in the club.
- To supervise the safe escorting of children to always ensure their wellbeing.
- To be willing to receive first aid training and administer first aid to children if required.
- To maintain registers accurately and efficiently.
- Take a key role in suitably, equipping the after-school club to provide a stimulating environment for the children and implement policies and procedures within the school club.
- Deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- Report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the before/after school club, or any other issues that may be relevant.
- Promote and reinforce school policies, practices, and procedures, including an understanding of child protection and health and safety responsibilities.
- The After School Assistant will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors, and all members of the school community.

Other responsibilities:

- To attend relevant training and meetings as required.
- To respect and ensure confidentiality is always adhered to.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with SLT.
- To understand and apply school policies in relation to health, safety, welfare, and behaviour of pupils.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- St Christopher's is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. To share in the responsibility for the discipline and pastoral care of the pupils, including the safeguarding and promoting of children's welfare.
- To undertake additional duties as may be reasonably requested by the Line Manager, the Headteacher or Governors. The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of Senior Management Team.

Safeguarding of pupils and Duty of Care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm and know the characteristics of abuse or neglect. If you suspect or confirm harm, then it's essential you know what actions to take.

Annual safeguarding training is offered at St Christopher's, and it is the staff member's responsibility to be aware of the most up to date guidance documents in the Keeping Children Safe in Education document (DFE).

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job. Where the changes are material and significant, a consultation process will be offered.