

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH240	Grade F
Job Title :	After School or Breakfast Club Assistants	
Main Job Purpose :	To undertake the care of individuals or groups of children and support their learning and development before or after school.	

Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times.
2.	To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
3.	To foster children's language development and social skills through sustained shared thinking and the use of open ended questioning.
4.	Report any issues of concern regarding an individual child to supervisor as soon as possible.
5.	Attend to the personal, social and emotional needs of individual children, together with any other special requirements and, depending on the nature of a pupil's special needs, make these part of the play experience wherever possible.
6.	Foster an atmosphere of mutual respect and demonstrate the behavioural, equal opportunities and anti-racist policies of the school/centre effectively at all times by challenging inappropriate behaviour/language.
7.	Support staff involved in running the club; ensure their health and safety and development needs are met.

8.	Preparation of food (bread based snacks including pizza etc). Encourage children to play a part in preparing food on at least one day per week. (Basic Food handling will be required and training will be provided as part of the professional development of the role).
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Creativity and Innovation (i.e. Problem Solving)
This post will solve the day to day problems involved in encouraging and developing children's play and meeting the personal, social and emotional needs of individual children.

Key Contacts And Relationships
<p>School management to discuss any recommendations/suggestions or issues in the absence of the Club Lead.</p> <p>Club staff to ensure efficient running of club.</p> <p>Children - care and development</p> <p>Parents and guardians – exchange of information in line with GDPR and confidentiality surrounding other pupils.</p>

Decision Making
The jobholder is expected to follow procedures to resolve routine problems encountered in the day to day operation of the club but to seek assistance, or approval to their recommendations, for anything more unusual.

Resources
<p>The jobholder is responsible for assisting with:</p> <p>Demonstrating to children the safe keeping of their personal property e.g. coats, books, bags etc.</p> <p>Assisting Lead with food offering, including food stock and storage.</p> <p>.</p>

Working Environment

The jobholder is based in a club setting and there is regular background noise and could be some time out of doors. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils.

There may occasionally be the need to deal with body fluids when giving personal care to pupils.

Knowledge and Skills

The role demands that the jobholder has the ability to undertake a range of tasks involving the application of rules, procedures and techniques.

Good standard of practical knowledge in childcare and development and staff development needs

Ideally the job holder will already have some childcare qualifications and/or experience, but happy to complete these as necessary as part of their professional development.