

Job Description – After School Club Assistant

Role purpose: Supporting pupils as part of an after school team, the post holder will offer support with homework tasks and promote academic achievement. He/she will develop an understanding of the specific needs of pupils to aid the pupil/s to learn as effectively as possible.

Reporting to: Head of Juniors

Hours of work: 16:00 – 18:30 Monday to Friday during term time

Objectives:

- To promote positive behaviour amongst pupils at all times
- To provide a safe and supportive environment where pupils can gain assistance with their studies and activities
- To establish a supportive relationship with the pupil/s concerned
- To establish acceptance and inclusion of the pupil/s in the classroom
- To help pupils learn and develop their social skills

Principal areas of responsibility:

- Work as part of a team to supervise pupils doing homework
- Ensure pupils have support, guidance and a good working atmosphere
- Ensure tea is eaten sensibly
- Work flexibly as part of the Junior School and Individual Needs teams
- Clarify and explain instructions
- Ensuring pupil/s are able to use necessary equipment
- Motivate and encourage the pupil/s
- Assist in areas of specific weakness, such as speech and language or writing tasks
- Help pupil/s to concentrate on and finish work set
- Develop appropriate resources to support the pupil/s
- Assist in the management of pupils' social interactions and behaviour

Personal specification:

- Essential: previous experience of working with children of Junior School age
- Desirable: Childcare Level 2 or above, or working towards an appropriate qualification
- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct are essential
- Able to communicate effectively with parents, carers and other professionals
- Able to work as part of a team, reliable, good time keeper, patient and caring

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Principal.

To apply:

Please apply by completing the Confidential Application Form and returning it by email to hr@stgabriels.co.uk or by post to Angela Morris, HR Advisor, St Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.