



# **Earlsfield Primary School**

## **Job Description**

### **After School Care Worker**

This job description sets out the duties to be undertaken and performed by a After School Care Worker at Earlsfield Primary School. It is the contractual duty of the post holder to ensure that his/her professional duties are discharged effectively and they uphold the ethos values of the school and staff code of conduct. This job description may be amended at any time following discussion between the head teacher and member of staff, and will be reviewed annually.

#### **Main Duties:**

Under the direction of the After School Care Manager and the School Business Manager, contribute to the overall ethos, work and aims of the school and manage the day-to-day running of the After School Care provision to ensure the safety and wellbeing of pupils in your care. This will involve the implementation of directed activities and ensuring that the needs of all pupils including those with SEND are met.

#### **Working Pattern:**

- Term Time Only (39 weeks including INSET Days)

#### **Conditions of Service Applicable:**

- NJC for Local Government Services (Green Book)

#### **Grade:**

- Scale 3

#### **Pay Points:**

- 5 to 6

#### **Method of Payment:**

- Monthly (15th)

#### **Annual Leave:**

- The annual leave year is the 12 month period beginning 1 April each year.
- For TTO staff an allowance is made in the TTO notional pay and hours calculation for annual leave and 8 Bank Holidays. There is, therefore, no entitlement to take leave.
- For AYR staff annual leave entitlement may be taken on term days to be agreed with managers and in school holidays. The entitlement must be pro rata for AYR part-time staff who do not work every day.

#### **Annual leave entitlement from 1 April 2010**

32 days

Included in the above entitlement is one concessionary day applicable to employees in post on 25<sup>th</sup> December which may be taken during the Christmas period, plus the two former extra-statutory days.

# Job Description

## 1. Duties and responsibilities

- Work as part of a team to implement a programme of term time after-school activities, delivered within a childcare framework that aims to meet the intellectual, physical, social, emotional and cultural needs of the user group. Ensures that the activities offer support the broader ethos of Early Years and Earlsfield Primary School.
- Assume responsibility for ensuring the building, its environment (and surrounding playground equipment if applicable) is safe, secure and that the risk from any identified hazards is minimised, reporting all repairs and faults to line manager.
- Support the planning, preparing and delivering quality play opportunities within a safe and caring environment, contribute to problem solving and decision making.
- Provide comprehensive care for the children attending the breakfast care provision.
- Support the provision of meals and ensuring that hygiene, health and safety standards are met.
- Maintain adequate first aid facilities, administering first aid when necessary and recording this on the school system (Medical Tracker).
- Support the setting up of the play space including moving furniture and play equipment.
- Participate in regular staff meetings and training along with regular reviews and appraisals with the After School Care Manager.
- Develop and maintaining good communication with all members of the after school team, school business manager, SLT member, children and their parents.
- Undertake appropriate and relevant training.
- Monitor and maintaining a healthy, safe and secure working environment.
- Work within a child care framework, Early Years Foundation Stage, that aims to meet the intellectual, physical, social, emotional and cultural needs of the user group, ensuring that the activities on offer support the broader ethos of Earlsfield Primary School.
- Ensure that your line manager is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

## 2. Support for pupils

- Attend to the pupils' personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters including medical procedures following appropriate training.
- Supervise and support pupils ensuring their safety and access to play.
- Establish professional and appropriate relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Make meaningful interactions with pupils and encourage them to interact in activities led by the breakfast care team, with their peers and adults through your own modelling.
- Ensure that pupils' language and grammar is appropriately modelled by yourself and other adults.
- Encourage pupils to act independently as appropriate.
- Ensure you follow the behaviour policy when dealing with incidents between pupils, take responsibility to remind them of the expectations and enter the details onto the school's system (CPOMS).
- Promote a positive growth mindset to behaviour and positive interactions with pupils.

## 3. Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

#### **4. Additional responsibilities**

- Consolidate and develop further the role of After School Care Worker, in partnership with your line manager.
- Responsible for the evaluation, implementation and compliance with Health and Safety legislation, to ensure safe working practices of all staff, public and contractors in their working environment, in accordance with the council and departmental safety arrangements, policies and codes.
- Promote the services of Earlsfield Primary School by assisting the public in person or by telephone in a helpful and courteous manner.
- Encourage integrated use of the facilities by children with disabilities and/or special educational needs. Identify gaps in Equal Opportunities and/or access objectives and react accordingly to any shortfalls making recommendations to the appropriate manager.
- Ensure that there is regular feedback to the school relating to the support of SEND / EAL pupils.
- As part of the school staff ensure that you abide by your agreed and signed contract of employment, follow the staff code of conduct/expectations in relation to your role.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade.

#### **Safeguarding**

- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- Be fully compliant in role and responsibility as outlined in *Keeping Children Safe in Education (KCSiE)*.
- Show a commitment towards school policies in Equal Opportunities and Child Protection and have a full understanding of these policies and embrace all aspects of school policy in relation to these areas.
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/or child protection.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.

# Earlsfield Primary School

## Person Specification

### After School Care Worker



	Essential	Desired
<b>Attributes</b>		
Commitment to upholding and promoting the ethos and values of the school	✓	
Committed and reliable, positive and enthusiastic	✓	
Adaptable and helpful	✓	
Organised	✓	
Able to work well with and relate to children, colleagues and parents/carers	✓	
An interest in education and child development	✓	
Good communication skills	✓	
Willingness to participate in development and training opportunities and a commitment to self-improvement	✓	
Able to maintain confidentiality	✓	
<b>Skills and qualifications</b>		
Excellent level of literacy and numeracy skills	✓	
Good IT skills (able to use computer, email, photocopier)	✓	
NVQ Level 3	✓	
First Aid training (or willingness to complete)		✓
<b>Experience</b>		
Experience of working with, supporting or caring for children	✓	
Experience of working in a primary school	✓	
<b>Knowledge and understanding</b>		
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	✓	
Ability to respond quickly and effectively to issues that arise	✓	
Ability to use own initiative and take action accordingly	✓	
Effective communication with adults and children		
Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies	✓	
Ability to build effective working relationships with colleagues	✓	
<b>Safeguarding</b>		
Have up to date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.	✓	
Display commitment to the protection and safeguarding of children and young people and the ability to follow agreed procedures.	✓	