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| **JOB DESCRIPTION** | **Date** |  31/01/18 |
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| **Job Title:** | After School Care Assistant |
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| **Reporting To:**  | Deputy Headteacher (with dotted line report to Business Manager) |
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| **School/Department:**  | Breaside Preparatory School - Support Staff  |
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| **Working hours:**  | Part-time, 3:00pm – 6.00pm (term time plus inset and open days)  |
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| **Checks:** | Enhanced DBS and 3 satisfactory references |

*The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to the relevant third party services.*

# Training and experience

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| **Training Requirements** | * NVQ Level 2 or equivalent
* Paediatric First Aid Desirable (or willingness to participate in relevant training)
* Food & Safety Hygiene (desirable)
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| **Languages** | English |
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| **IT knowledge** | Basic |
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| **Experience** | * Experience of working with children and able to meet their needs
* Use of basic first aid equipment as required
* Be familiar with the safe use of outdoor equipment
* Use age appropriate games and activities
* Able to deal with children and adults with tact and sensitivity
* Able to communicate effectively at all levels
* Able to build and develop positive relationships with teaching staff
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**Working with us**

Achieving more than you believed possible – that’s what constitutes a quality education. At Cognita it is what we strive for in our schools. We want it for our children, and we want it for the people who work for us.

Since Cognita’s launch in 2004, we’ve built an international network of 68 schools that serve some 30,000 pupils across seven countries in the UK, Europe, Latin America and South-East Asia.

Cognita’s international network of schools and regional offices, combined with our ongoing investment in the professional development of our people, means we can offer first-class career opportunities with a global dimension. If you want to take your career further, we want to support you in achieving that goal within Cognita.

**Job Summary**

To work as part of a team in providing a safe, secure, friendly, stimulating and high quality After School Care environment for children from 2 ½ years through to aged 11 in line with statutory requirements.

**Key Responsibilities**

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| **Main Duties:** * To be responsible for the day-to-day running of After School Care and presenting a professional image for the club.
* To keep accurate registers of pupil attendance at the club, signing pupils in and out as appropriate, ensuring that they are only released to a known adult.
* To organise games and activities as appropriate including the use of outside space when possible.
* To be able to promote good practice and be willing to share this with others.
* To ensure the health, safety and well being of the children and adults, ensure the equipment is in good working order and report any hazards noticed.

 * To work within a team and be flexible.
* Deal with minor incidents and refer to senior staff if necessary.
* Administer First Aid as needed, following Health and Safety Guidelines and procedures for First Aid.
* Provide refreshments for the children as required and ensure a high standard of hygiene is kept.
* Communicate effectively with parents to ensure that any issues are dealt with.
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| **Other Duties*** To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting any concerns to an appropriate person
* To be aware of and support diversity and equal opportunities for all, appreciating and supporting the role of other professionals
* To contribute to the overall ethos, work and aims of the school
* To attend and participate in meetings as required
* To participate in training and other learning activities
* Fully and positively participate in the schools appraisal system in order to develop and enhance personal and school performance
* To undertake all other duties commensurate with the level of the post as required, to ensure the efficient and effective running of the school.
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**Principal working relationships**

**Internal**

* Communicating and consulting with the parents of pupils

**External**

* Communicating and co-operating with persons or bodies outside the school

**Person Specification**

* Respect the need for confidentiality
* Be responsible, honest and reliable with a good sense of humour
* Willing to work within organisational procedures and processes and to meet required standards of the role
* Demonstrate good working relationships with the whole staff team
* Commitment to undergo training as and when required
* An understanding of equality of opportunity
* Have the ability to work under pressure and prioritise
* Able to work on own initiative, using judgement and common sense
* Be flexible and able to work as part of a team
* Be committed to safeguarding children

**Values Based Behaviours** – The behaviours associated with our company values

* Excellence
* Respect
* Integrity
* Collaboration
* Accountability

**Remuneration**

* Competitive Salary
* Contributory Pension Scheme
* School fee discount
* Professional development
* School holidays and public hoildays

**Signed: ………………………………………………………… Date:………………………………………………**

**Printed Name: ……………………………………………………………………………………………**