

Wiltshire Council

School Support Staff

Job Profile

Reference :	SCH550	Grade C
Job Title :	Breakfast / After School Club Assistants	
Main Job Purpose :	To undertake the care of individuals or groups of children and support their play, learning and development before and after school.	

Main Duties	
1.	To ensure that the health and safety needs of each individual child are met at all times by assisting the Club Leader/Committee/Head Teacher
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.	Acknowledge and note individual children's progress and development if appropriate and be able to share this with parents and supervisor. Report any issues of concern regarding an individual child to Club Leader/Teacher / 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 or centre effectively at all times by challenging inappropriate behaviour or language.
7.	To prepare / serve breakfast or snacks as necessary.
8.	To support the Club Leader in all aspects of the running of the club.

Supervision and Management
The jobholder does not have regular supervisory responsibility for staff but may be required to assist in work familiarisation for new recruits

Creativity and Innovation (i.e. Problem Solving)
The job holder works within school procedures, policies and approved methods and under the supervision of the Club Leader

Key Contacts And Relationships	
Teaching & Support Staff	Working together, running club, consulting about children
Children	Supporting
Parents	Dropping off children, discussions about children etc.

Decision Making
The jobholder is expected to follow school procedures and plans made by the Club Leader

Resources
The jobholder is expected to use school resources appropriately and with care, but is not personally accountable for their overall security.

Working Environment
The jobholder is based in play/activity settings and there is regular background noise. The work involves some crouching, stretching, or working in other constrained or awkward positions e.g. when dealing with pupils. There may be the need to deal with body fluids when giving personal care to pupils.

Knowledge and Skills

New entrants are not required to have any background in Learning Support work or play but must have good general skills at dealing with children/young people and have the ability, through an extended induction period, to learn and apply support techniques. By the time the jobholder is fully competent in the job he/she will be operating at NVQ 2 (or equivalent) level with an understanding of children's different needs and ways of meeting these.