

A close-up photograph of four hands, each wearing a blue ribbed sweater sleeve, stacked together in a supportive grip. The hands are positioned in a way that suggests teamwork and mutual support. The background is a plain, light-colored surface.

# Information Pack

After School Club

Support Assistant



# JOB DESCRIPTION

## After School Club Support Assistant

<b>Reports to:</b>	Clubs Lead
<b>Start date:</b>	September 2018
<b>Salary:</b>	£10 per hour
<b>Contract type:</b>	Part time, 15 hours per week
<b>Closing date:</b>	7th September

### The Role

The After School Support Assistant is a flexible role supporting the care of Primary pupils who attend the Afterschool Club offered within the school. The Afterschool Club Support Assistants will support the care and social development of pupils attending the club. The role includes supporting pupils social and emotional needs in a less structured school experience.

The successful candidate may well have prior experience in a school and will be interested in working with young people in a range of environments. There will be excellent career progression for the successful candidate

### Key responsibilities

- ⇒ Work alongside the Afterschool Club Leaders to support in the care and running of the club.
- ⇒ Develop, organise and lead play activities for pupils inside and outside;
- ⇒ Use informal experiences to support children's social and emotional development;
- ⇒ Follow all school policies, including all those related to safeguarding and pupil safety;
- ⇒ Communicate effectively with parents, ensuring that they are informed of achievements and any concerns; and
- ⇒ Organise equipment and materials for use inside and outside the classroom;
- ⇒ Takes responsibility for own professional development, identifying areas for development and proactively seeking opportunities to grow.

### Other

- ⇒ Undertake other various responsibilities as directed by the Academy Leadership Team.

# PERSON SPECIFICATION

## Qualifications

- ⇒ Level 2 qualifications preferred but not essential;

## Experience

- ⇒ Experience of working with Primary age pupils preferred;
- ⇒ Experience of working with pupils in less structured environments preferred

## Skills and Attributes

- ⇒ Strong communication, interpersonal and organisational skills;
- ⇒ Good attention to detail;
- ⇒ An enjoyment of working with children and ability to build strong relationships with children;
- ⇒ An interest in developing children through play and semi-structured learning;
- ⇒ To be reflective, able to take on board and incorporate feedback;
- ⇒ Demonstrated leadership capability to lead individuals and groups;
- ⇒ Ability to be a role model for pupils; and
- ⇒ Desire to learn and grow in an entrepreneurial environment.



## Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

**Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after the closing date with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact [recruitment@reachacademy.org.uk](mailto:recruitment@reachacademy.org.uk).