



Job Description: After School Club Assistant

Reports to:	After-School Club Leader
Start date:	September 2022
Salary:	From £21.52 per session
Contracted hours:	Monday – Thursday Term time 4pm – 6pm

The School

St. Paul's Steiner School is an independent, non-selective and non-denominational school for children aged 3 -14 years old. Housed in a beautiful 19th century church in central London, St. Paul's is a Steiner-Waldorf School with approximately 200 pupils. We provide an education that supports the development of well-rounded human beings who are resourceful, creative, responsible and curious; ready to meet the challenges of the 21st century with the problem-solving skills required for a sustainable future.

The Roles

The post holder will be expected to act as an adult role model and support school policies when dealing with children or visitors to the school premises.

After school Club Assistant

The successful candidate will be expected to assist the After-School Club Leader with:

- Supervising children in during the After-School Club time period, and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- To support the Kindergarten After-School Club Leader with their work and to help maintain the Kindergarten environment
- To prepare the room, materials and activities
- To engage with the children in artistic, craft and domestic activities and support listening skills and to be actively engaged in supporting the flow of the Club
- To attend to the needs of the children, be alert and aware of situations that need attention and to respond appropriately
- Ensure health and safety of children – maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire. Ensure a First Aid Box is taken outside during outdoor activities.
- To have the ability to take observational notes if necessary
- To perform all other duties as the leaders and management may from time to time reasonably required
- To be fully aware of and carry out all work in line with Child Protection Procedures.

Key Responsibilities

- To assist children with personal hygiene and to take care of children needing comfort.
- To supervise the children in the garden
- To organise the collection and return of bowls, plates, or other items to prepare for the next day

- To organise the assistance of pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of the Club provision.
- To manage the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate
- To organise the setting up and removal of furniture, where necessary.

Person Specification

Qualification Criteria

- Right to work in the UK.
- At least EYFS Level 2 qualified
- First Aid and Food Hygiene qualification
- Completion of all the school's mandatory trainings.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers
- Understand their role in order to be able to work collaboratively with other colleagues
- Develop effective professional relationships with colleagues

Whole-school organisation, strategy and development

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

The Post holder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person Specification

- Ability to sympathise with and relate to children of all stages of development, particularly the Class years.
- Ability to observe and study children's behaviour and to creatively adapt teaching approaches to this.
- Ability to recognise and set down appropriate boundaries of behaviour and discipline in the Classroom so that high standards and good habits are maintained.
- Commitment to overall self-development and particularly teaching development. Ability to be open to comment and constructive criticism on one's own work.
- To be prepared to attend training courses in First Aid, Food and Hygiene, SEN, Child protection etc. as deemed necessary to work with young children
- To have a working knowledge of Health & Safety regulations
- Committed to safeguarding and promoting the welfare of children and young people.
- Ability to be organised and systematic about one's own work load; prioritising and, where appropriate, delegating tasks.
- Ability to work on own initiative and as part of a team, recognising each member's individualities while also showing willingness to compromise and adapt according to the demands of the situation.
- Ability to be flexible and co-operative under pressure of time and the multifarious demands of School life.
- Have a commitment to a deepening understanding of Anthroposophy and the principle of Steiner Waldorf Education

This job description may be amended at any time in consultation with the postholder. Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Subject Teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or Line Manager.

Notes

St Paul's Steiner School is committed to equality of opportunity. We encourage applications from individuals of any of the many BAME backgrounds.

St Paul's Steiner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The offer of this post is subject to statutory clearance by Disclosure and barring Service and Teacher's prohibition list check. The appointment will be subject to two satisfactory references, one of which must be from the candidate's most recent employer.

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