

Educational Assistant (Lunchtime, Klubhouse and Garderie)

REPORTS TO: CFBL Club Coordinator

MAIN RESPONSIBILITIES:

Your role includes:

- pupils support
- pupils' supervision for the school's during lunchtime and aftercare/garderie
- During Klubhouse, leading activities with a group of children

You must be:

- Committed to providing a positive experience for the children
- Able to control and manage groups of children
- Friendly, caring and approachable
- Committed to safeguarding children

Your tasks whilst working Lunchtime shifts will include:

- Being responsible for pupils' supervision for the duration of lunchtime sessions;
- Help serving food for the smaller children;
- Ensure that the children are eating properly;
- Overseeing and ensuring the safety of students during their lunch break at school;

Your tasks whilst working Garderie shifts will include:

- Being responsible for pupils' supervision for the duration of Garderie sessions;
- Engage with pupils, ensuring they are all included in activities offered by the Garderie;
- Encourage pupils to do their homework by setting-up "homework" areas (No requirement to provide homework guidance or help);

- Be involved in the choice/ suggestions of activities for the Garderie,
- Ensuring pupils are safely collected by the person responsible for taking them home or to their afterschool Club.
- Keep an attendance register for the Garderie and Club Students as required by the Club's Coordinator
- Record all 'un-registered' students attending the Garderie on the 'Late Collection' register
- Tidy and clean the room used for the after school garderie and look after and clean the equipment used by the garderie.
- Being responsible for pupils' supervision and transfer between Clubs
- Assisting Club Leaders transfer pupils to off-site locations, on foot or otherwise, for Club activities
- You may be required to work as a 'Classroom Assistant' for some club activities and in this instance, you will undertake tasks set by the Club Leader.

Your tasks whilst working Klubhouse shifts will include:

- Klubhouse takes place Wednesday afternoon from 12 to 4, 5 or 6pm
- Being responsible of pupils' supervision for the duration of Klubhouse sessions;
- Following a schedule determined by the Club Manager, propose, organise and lead activities for the group of pupils under your supervision: art and craft, sports activities, games...
- Organising all the material for your group to deliver the propose activities
- Engage with pupils, ensuring they are all included in activities offered by the Klubhouse;
- Be involved in the choice/ suggestions of activities for the Klubhouse,
- Assisting Club Leaders transfer pupils to off-site locations, on foot or otherwise
- Ensuring pupils are safely collected by the person responsible for taking them home.
- Keep an attendance register for the Klubhouse as required by the Club's Coordinator
- Record all the 'Late Collection' register
- Tidy and clean the room used for the Klubhouse and look after and clean the equipment used by the Klubhouse.

The supervisor will also:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Participate in training, other learning activities and performance development as required
- be required to provide support for any special needs pupil, should such pupils attend pre or after school clubs
- Your role may include administrative support for the Club Coordinator.
- On occasion be required to work additional hours to those specified on their contract. This will be pre agreed between themselves and the Club Coordinator.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post

It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of CFBL. Please note that the job description for this position may be reviewed and amended to incorporate the future needs of CFBL.