

Job Description

After School Club Assistant



The Stour Academy Trust

Our Vision



The Stour Academy Trust recognises that our education system needs to quickly and more radically shift to close equity gaps and to better prepare our young people for the 21st century. We are transforming our schools from passive forms of learning focused on direct instruction and memorisation, by moving towards interactive methods that promote the critical and individual thinking needed in today's innovation-driven economy.

Our pedagogical model combined with the intentional deployment of technology will help us deliver personalised learning in an enabling environment. Technology will accelerate our progress but will not be the driver of our vision.

We aim to nurture a community of learners that challenge thinking, where our staff are empowered to take risks and develop their practice to meet the needs of an evolving school system, which is not held back by traditional restrictions and ideologies.

By limiting routine or unnecessary tasks we allow professionals to focus on learning behaviours and interactions which will promote emotional intelligence and the development of children as life-long, curious learners.

There will be no barriers to achievement within our learning community and our teachers will build strong relationships that facilitate the learning of others.

Collaboration will open doors, minds and possibilities and enable individuals to meet their personal goals.

After School Club Assistant

Main Purpose of the Role

To provide a safe, welcoming and well-organised after-school provision that supports pupils' wellbeing, readiness to learn and the school's pastoral and safeguarding priorities. The After School Club Assistant will support children's social and emotional development, promote good behaviour and deliver routine tasks that ensure the club runs efficiently and in line with Stour Academy Trust's vision and values.

Key Responsibilities and Duties

- Register pupils on arrival and maintain accurate attendance records; handover pupils to named parents/carers at collection and follow school procedures for unknown or late collectors.
- Set up and clear away the club environment each session (tables, chairs, activity areas, equipment), maintaining cleanliness and safe storage in line with health & safety and food-hygiene expectations.
- Prepare and serve snacks and drinks safely, observing dietary requirements, medical plans and food-safety procedures; record any food-related concerns or allergies and liaise with parents/carers where needed.
- Plan, supervise and deliver a range of age-appropriate activities (creative, social, quiet reading, sports/play) that promote social skills, independence and positive behaviour.
- Model and enforce the school's behaviour expectations consistently; manage low-level incidents, record and report more serious incidents to senior staff and follow the behaviour policy.
- Administer or record first aid and medication given during sessions in line with school procedures and escalate health or safeguarding concerns promptly.
- Communicate courteously and professionally with parents/carers at collection, passing on brief, relevant information to teachers or the school office.
- Report and log health & safety, maintenance or safeguarding issues promptly using school reporting protocols.
- Work collaboratively with school staff, volunteers and the After-School Club Lead; attend required briefings and complete mandatory training (safeguarding, first aid, food hygiene).

Skills and Competencies

- Experience of working with primary-aged pupils (paid or voluntary) and the ability to supervise groups reliably.
- Strong interpersonal skills: warm, patient, calm, with clear spoken communication for pupils and parents.
- Basic food-handling awareness and the ability to follow dietary and medical requirements accurately.
- Good organisational skills and attention to detail for record keeping (attendance, incidents, medication).
- Practical approach to setting up/clearing areas, working to hygiene and health & safety expectations.
- Ability to manage behaviour positively, apply school routines consistently and de-escalate minor incidents.

- Teamwork and adaptability: able to follow direction from senior staff and cooperate with colleagues and volunteers.

Professional Development

- The Stour Academy Trust is committed to supporting the professional growth and development of all staff. The role offers opportunities for continuous learning, including:
- Participation in relevant training and development programmes to enhance expertise in education for all and inclusive practises.

Safeguarding

The role has a strong focus on safeguarding and promoting the welfare of children.

Key responsibilities include:

- Working in line with the school's safeguarding and child protection policies, as well as relevant statutory guidance (e.g., Keeping Children Safe in Education, Prevent)
- Collaborating with the Designated Safeguarding Lead (DSL) to ensure the best interests of pupils, including sharing concerns where necessary.
- Promoting the safeguarding of all pupils in the school, with a particular emphasis on vulnerable pupils.
- Maintaining a thorough understanding of safeguarding procedures and reporting any concerns promptly to the appropriate authorities.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

