# Broadwindsor Primary School

# Person Specification: After School Club Assistant

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|  | Essential | Desirable |
| Qualifications | Minimum Grade C GCSE in English and Mathematics or equivalent  NVQ 2 or 3 for Teaching Assistants | Qualification in Childcare  Current First Aid Certificate  Level 2 or higher Food Hygiene Certificate |
| Experience | Recent and relevant Learner Support (Teaching Assistant) experience in at least one primary school/pre-school setting | Experience in supporting wrap around care (breakfast and / or after school club)  Recent and relevant experience supporting children within KS1 and KS2  Experience of working with children with SEND including children who have more complex needs  Experience of working with children with social and emotional difficulties |
| Knowledge, Skills and abilities | To be aware of Child Protection procedures.  Have understanding of child development and relevant experience of working with children.  Be aware of the need for confidentiality  To be willing to attend courses to develop knowledge & keep up to date. | Able to anticipate difficulties and be able to solve problems with the support of the After School Club Supervisor. |
| Specific Skills supporting the children | Able to communicate clearly, clarifying and giving instructions with positive and constructive feedback.  Able to give positive praise relating to specific observed qualities of learning and behaviour.  Able to be firm, calm and consistent when dealing with challenging behaviour.  Able to personal support care of specific pupils including toileting and intimate care. |  |
| Personal characteristics | Able to establish supportive relationships with children, parents and carers.  Able to work constructively as a member of a team understanding roles and responsibilities and your own position within these.  Able to liaise effectively with the After School Club Supervisor and the Headteacher of the school.  Able to be sensitive, calm, patient and understanding. | A willingness to learn and develop.  Resilient.  Energy and enthusiasm.  Positive outlook. |