

**LINCOLNSHIRE COUNTY COUNCIL****JOB DESCRIPTION****DIRECTORATE:**  
Children's Services**Division/Section/Branch:**  
Schools**Service/Sub-Division:****JOB TITLE:**  
After School Assistant**JEM No:**  
01-198**GRADE:****REPORTS TO:**

Head Teacher

**1. PURPOSE OF JOB:**

To support in the provision of high quality experiences within the after school setting.

**2. MAIN RESPONSIBILITIES, TASKS & DUTIES****1. School Related:**

- i. Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
- ii Support the supervisor in providing an appropriate curriculum which meets the needs and interests of children attending the club.
- iii Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities meeting group and individual needs.  
Prepare snacks as required
- iv Keep up to date with latest child care developments
- v Clear away equipment after children have left

**2. Child Related**

- vii Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development
- viii Support those with special needs
- ix Carry out reasonable personal care/hygiene duties and administer basic first aid

	x	Assist with the movement of children in and around the school
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b>  <b>SUPERVISION OF PEOPLE</b>  No direct line management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees	
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>  Required to be creative when planning activities.	
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b>  Direct contact with children attending the club and with their parents/carers, other employees at the school.	
<b>6.</b>	<b>DECISIONS</b>	
	a) <b>Discretion</b>  The postholder must act in accordance with school policies and procedures and relevant legislation.	
	b) <b>Consequences</b>  Impact would be on child or group of children, for example an unsuitable work plan may impact on a child's behaviour; this would be quickly noticed and remedied.	
<b>7.</b>	<b>RESOURCES</b>  Responsible for the personal possessions of the children attending the clubs and for the care of the schools equipment.	
<b>8.</b>	<b>WORK ENVIRONMENT</b>	
	a) <b>Work Demands</b>  Subjected to conflicting priorities due to curriculum and care needs	
	b) <b>Physical Demands</b>  Subjected to considerable physical demands due, for example, to height of furniture.	
	c) <b>Working Conditions</b>  School based and may be required to undertake reasonable duties of a personal nature. Work will be carried out in well lit/ventilated environment.	

	<b>d) Work Context</b>		
	Potential risk to well being through hygiene duties and possible aggression from pupils/parents/carers.		
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b>		
	Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team. Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.		
<b>10.</b>	<b>GENERAL</b>		
	<b>Job Evaluation</b> - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the County Council.		
	<b>Other Duties</b> - The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.		
	<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Council Equal Opportunities policies.		
	<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.		
	<b>All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.</b>		
	Name:	Signature:	Date:
Job Description written by: [Manager]	..... .	.....	..... ..
Job Description agreed by: [Postholder]	.....	.....	..... ..

## GREATER LONDON PROVINCIAL COUNCIL (GLPC) JOB EVALUATION SCHEME

### EVALUATION REPORT

<b>Post Title</b> After School Assistant	<b>JEM Reference No.</b> 01-198
<b>Directorate</b> Schools	<b>Evaluation Date</b> 25/9/08
<b>Service</b> LCC Generic - Cross Function	

<b>FACTORS:</b>	<b>LEVEL</b>	<b>POINTS</b>
<b>Management of People</b>	1 (up to five)	16
Dispersal		
<b>Creativity and Innovation</b>	2	40
<b>Contacts and Relationships</b>	2	38
<b>Decisions</b> Discretion	2	36
Consequences	1	12
<b>Resources</b>	2	20
<b>Work Environment</b> Work Demands	2	16
Physical Demands	2	12
Working Conditions	2	12
Work Context	2	16
<b>Knowledge and Skills</b>	2	80
<b>TOTAL POINTS</b>		298
<b>GRADE</b>		<b>Grade 3</b>

THE JOB EVALUATION HAS BEEN UNDERTAKEN IN ACCORDANCE WITH THE TERMS AND PROCEDURES OF THE GREATER LONDON PROVINCIAL COUNCIL JOB EVALUATION SCHEME 2000

**Evaluation Type**

**JE Project**