



The Aspire Learning Federation



Job Title:	After School Club & Walking Bus Assistant
Grade:	1/2 Sp 3-5
Contract type:	Permanent/ Part Time 15 hrs per week/38 weeks per year
School:	The Aspire Learning Federation: Elm Park Primary School/ RJ Mitchell Primary School
Reports To:	School Business Manager
Responsible for:	One of a team of school staff who are responsible for providing security, safety and direction to a group of children walking between schools within the federation and pupil supervision during the out of school hours After School Club.
Staff Managed:	None

Job Purpose

The role of a Walking Bus and After School Club Assistant is two fold. The postholder will report to the supervisor on a day to day basis.

Walking Bus Assistant role:

The Walking Bus Assistant is employed to work alongside another Walking Bus Assistant to provide security, safety and direction to a group of children walking between schools within the federation. The role will involve the supervision of up to 16 children with another adult at arrival/departure and all other designated times.

After School Club role:

An After School Club Assistant is one of a team of school staff who are responsible for pupil supervision during the out of school hours provision. The postholder will report to the supervisor on a day to day basis.

Responsibilities And Role

Walking Bus Assistant

The Walking Bus Assistant will be responsible for:

- Keeping a register of children attending each day;
- Ensuring all children and adults wear safe hi-visibility vests
- Collecting children from classrooms/EPPS Breakfast Club and walking children along a specified route; leading them safely and securely to and/or from school
- Being responsible for First Aid (after training) in the event of accident or injury and providing documentation as required;



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- Promptly reporting signs of health problems and any other key information to the class teacher;
- Supporting the specific needs of specified pupils – physical, emotional and/or behavioural.
- Ensuring medication is collected and distributed back to class on a daily basis

After School Club Assistant

During After School Club the Breakfast/After School Club Assistant will be responsible for:

- Checking that the children are signed in by staff when they arrive and signed out when collected;
- Supervising and supporting pupils whilst they eat at After School Club
- Promoting and supervising positive and active play and pupil relationships during After School Club
- Health, safety, security and basic first aid (after relevant training) in the event of accident or injury and providing documentation as required;
- Supporting the specific needs of specified pupils – physical, emotional and/or behavioural.

Supervising pupils as follows:

- Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating;
- Organising the pupils before, during and after their meal;
- Supporting pupils with particular needs;
- Supporting the food selection and nutrition policy of the school;
- Dealing with spillages including body fluids (in accordance with the procedures of the school);
- Supporting pupil hygiene and social skills.
- Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the Site Manager or other relevant person any damage or repairs required.

Supervising pupils during designated play, which will include:

- Monitoring safe activity, intervening as necessary;
- Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant;
- Actively promoting and instigating positive play and games, joining in with pupils as necessary;
- Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying.

General responsibilities across both aspects of the role:

- The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the Federation. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to more senior school staff.
- Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff.



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- To report and bring to the attention of a member of the SLT any serious incidents of pupil misbehaviour: to be aware of particular pupils and pupil relationships and to follow the strategies agreed with the teacher for addressing these pupils' needs.
- Carrying out routine administration associated with the main duties of the post, which may include, for example, photocopying resources.
- Dealing with requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the SLT.
- To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school;
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment; comply with Health & Safety regulations;
- To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).
- To attend in-service training as required and meetings, including staff meetings, subject to working hours;
- Adhere to the school's policies and procedures;
- Maintain confidentiality;
- Take part in the wider life of the school;
- Be responsible for contacting a replacement volunteer if you or other adults are unable to complete your duties that session/day.
- Participate in the annual performance review process

NOTES

The London Borough of Havering has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training

The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role

The school expects all staff to be flexible. This means that a Walking Bus/Breakfast And/or After School Club Assistant can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post.



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This job description will be reviewed after one year and any review will include discussion with the postholder.

Model Person Specification Walking Bus & Breakfast/After School Club Assistant

Skills and Abilities	Essential	Desirable	Assessed by
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Able to work independently and support the work of the team	✓		Application & interview
Able to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Able to communicate and interact effectively with adults and children and young people	✓		Application & interview
Able to apply instructions given by teachers or supervisors	✓		Interview
Able to maintain confidentiality of pupil information	✓		Interview
Able to demonstrate respect for pupils and be able to listen to their views	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
A basic understanding of health, safety and security issues in schools		✓	Interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and Experience			
First Aid certificate (or willingness to complete the training)		✓	Application & interview
Experience, on a voluntary or paid basis, of working with children or young people		✓	Application & interview
Previous experience of working in a school, nursery or playgroup (on a paid or voluntary basis)		✓	Interview
Willingness and motivation to participate in any training or development required to improve skills/performance	✓		Application & interview



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