

WAKEFIELD GRAMMAR SCHOOL FOUNDATION

JOB DESCRIPTION

Post Title:	After School Club Assistant (OWLS)
School:	Queen Elizabeth Grammar School, Junior School,
Responsible to:	Head, Director of Junior Section
Responsible for:	Nil
Job Purpose:	To assist and support in the supervision and activities of pupils in the After School Club.
Grade:	WGSF Grade D (Unqualified Teaching Assistant) or Grade G (Qualified Teaching Assistant)
<u>Main Duties and Responsibilities:</u>	
<ul style="list-style-type: none">• Work with and alongside the After School Care Manager to establish and maintain an appropriate After School Care environment.• Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.• Set up After School as directed for activities, organise activities, maintaining a tidy area and clearing away at the end of the school day.• Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents and/or reporting any concerns as necessary in line with established policy and encourage pupils to take responsibility for their own behaviour.• To supervise any activities in the playground or elsewhere overseeing the health, safety and general behaviour of the boys.• Attend to the children's physical and emotional welfare when support is required.	
<u>General</u>	
<ul style="list-style-type: none">• To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead.• To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person.• Attend relevant staff meetings or other meetings as required.• Contribute to the overall ethos of the School.• Any other duties that may be reasonably required within the grade and scope of the role.	

PERSON SPECIFICATION

The following are the **essential** criteria to undertake the job competently:

- Candidates without formal qualifications should ideally have experience of working with or caring for children in a childcare setting
- Able to relate well to children and adults
- Excellent communication and interpersonal skills
- Able to use own initiative and work independently organising activities
- Flexible and able to adapt to changing demands
- Able to work constructively as part of a small team
- Patience, tact and diplomacy
- Ability to maintain confidentiality and handle such information sensitively
- An understanding of child protection
- An empathy with the ethos and value of Wakefield Grammar School Foundation
- Relevant knowledge of first aid (or willingness to be trained).

The following are the **desirable** criteria to undertake the job competently:

- NVQ Level 3 Teaching Assistant or equivalent

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ADDITIONAL INFORMATION FOR CANDIDATES AFTER SCHOOL CARE ASSISTANT – QEGS JUNIOR SCHOOL

- Wakefield Grammar School Foundation operates its own pay structure. The hourly rate is £10.16 (unqualified) or £10.60 (qualified) + holiday pay. This post is available from September 2022.
- The post is temporary for one year in the first instance working 4.00 pm to 6.00 pm, Monday to Friday, 10 hours per week, term time only (excluding INSET days).
- Annual holiday entitlement is 4 weeks holiday per annum (increasing to 5 weeks after 5 full years' service) and in addition 10 statutory days. A further 3 concessionary days are given at Christmas. Annual holiday entitlement is pro-rata for term time/part-time employees. Your pay includes your holiday pay entitlement and you are not allowed to take holidays during term time with this post.
- WGSF operates a money purchase pension scheme which employees are eligible to join on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.
- Free car parking at the Playing Fields.
- Access to our free 24 hour Employee Assistance Programme.
- Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (excluding the Nursery) subject to Foundation policy. Fee Remission is pro-rata for part time/term time employees.
- An offer of employment will be subject to the receipt of 2 references considered satisfactory to WGSF, a satisfactory DBS (Disclosure and Barring service) check, evidence of eligibility to work in the UK, relevant qualifications and a satisfactory health questionnaire. An appointment with the Foundation is also subject to the satisfactory completion of a probationary period of 6 months.
- WGSF is committed to safeguarding and promoting the welfare of children and young people.

Additional Details:

Further details and an application form can be obtained from the recruitment section of our website www.wgsf.org.uk or by emailing the HR Department at jobs@wgsf.net

Applications by CV cannot be accepted.

Closing date for applications: 9.00 am on Friday 8 July 2022.

Interviews: Wednesday 13th July 2022.

July 2022

