VICTORIA COLLEGE BELFAST
(Incorporating Richmond Lodge School)
2A Cranmore Park Belfast BT9 6JA

APPOINTMENT OF AFTER HOURS ASSISTANT
(20* HRS/WK, TERM TIME)
* HOURS SUBJECT TO DAILY NEED

PREPARATORY SCHOOL

Job Description

30 April 2019
JOB DESCRIPTION:

POST TITLE: After Hours Assistant (20 hrs/wk)

SALARY: NJC Spinal Column Point 6

RESPONSIBLE TO: The Head of the Preparatory School and the After Hours Leader

RESPONSIBLE FOR: Not Applicable

JOB PURPOSE:

Help the College to ensure that every pupil is cared for and supported during their time in After Hours.

Support the After Hours Leader and assist with the delivery of the planned programme of activities in a way that best meets the needs of each pupil.

Under the direction of the Head of School, After Hours Leader, Early Years Leader and the Senior Leadership Team, assist with the educational support and the care of pupil inside and outside of the facility.

Support the Senior Leadership Team in all aspects of school improvement work and contribute to the school development consultation process.

MAIN DUTIES AND RESPONSIBILITIES:

The precise duties of the post will be as determined by the Head of the Preparatory School and the Early Years Leader.

1. PROFESSIONAL DUTIES

1.1 To contribute positively to providing safe, creative and stimulating play activities to meet the needs of children aged between 2 and 11 years;

1.2 To assist in the planning, organisation, provision and evaluation of play sessions as part of a team;

1.3 To endeavour to meet the individual needs of all the children and to help provide a warm and caring environment;

1.4 To assist with daily administration and record keeping;

1.5 To take responsibility for groups of children in activities as an individual or supported by other team members;

1.6 To establish good working relationships with parents and provide feedback;

1.7 To provide continuity of adult care e.g. supervising play and cloakrooms including hand washing, toileting, etc.;

1.8 To ensure as far as possible a safe environment for all pupils;
1.9 To be conscious of safety at all times and adhere to the Health and Safety policy;

1.10 To administer First Aid as required and document this appropriately;

1.11 To promote equal opportunities within all aspects of work;

1.12 To work within all agreed policies and procedures;

1.13 To attend relevant training courses as required;

1.14 To be aware of school policies, procedures, and of confidential issues linked to the pupil/home/teacher/school work and to keep confidences appropriately; and

1.15 To work supportively with the After Hours Leader, Prep staff and Head of Prep.

2. OTHER DUTIES

2.1 Attend relevant in-service training.

2.2 Such other duties as may be assigned by the After Hours Leader or the Head of the Preparatory School within the level of the post.

All of the duties and responsibilities set out above will be carried out within the context of ensuring the College achieves its aims and objectives.

The duties and responsibilities set out in this job description are neither exclusive nor exhaustive and the post-holder may be required to undertake any other commensurate duties and responsibilities as requested from time to time by the Class Teacher/the Head of the Preparatory School, the Principal, or the Board of Governors. This will involve a consultative process.

This generic job description has been evaluated by the Central Management Support Unit of the Education Authority in November 2006. It is acknowledged that the contents of this job description are not subject to appeal.