



Sacred Heart Catholic School
Job Profile
Heartzone Assistant
Grade B SCP 3
10 hours 20mins per week (fixed term contract until 31st August 2020)
Appointment start date 1st September 2019

Job Purpose

To assist in planning and delivering a range of activities suitable for primary age children

The key responsibilities of this post will include:

1. To assist in the delivery and supervision of children's activities ensuring a high level service is provided.
2. To assist in the planning and preparation of activities for these schemes ensuring that activities are delivered in a safe manner.
3. Complete a daily evaluation of the schemes and activities provided.
4. Work with the Coordinator to plan daily and weekly activities.
5. Attend to the personal care needs of the young people as required and provide the highest standards of care to all children in a safe and stimulating environment.
6. To develop and maintain good relationships and communications with parents and carers.
7. Participate in regular meetings with After School Club staff/Coordinator and/or Head Teacher to address issues related to service provision
8. Such other responsibilities allocated which are appropriate to the grade of the post.
9. To prepare resources and set up activities before children arrive at club.
10. To make snack, clear away snack including loading and unloading the dishwasher.

Key Responsibilities - Support for the School

- Be committed to the safeguarding and welfare of children and young people.
- Be aware of and comply with school policies and procedures relating to child protection, health and safety, behaviour, anti-bullying, confidentiality, and data protection.
- Be aware of and support diversity, ensuring all pupils have equal access to learning and development opportunities.
- Contribute to the overall ethos, work, and aims of the school.
- Attending relevant meetings as required.
- Participate in training and performance development as required.
- Such other responsibilities which are appropriate to the grade of the post.

Knowledge and Qualifications

Essential

Knowledge of:

- Basic ICT – computer, video, photocopier
- Basic understanding of child development and learning
- General understanding of national/foundation stage curriculum and other basic learning programmes / strategies

Qualifications:

- Good numeracy and literacy skills
- Grade C or above GCSE maths and English or equivalent

Experience:

- Working with or caring for children of relevant age

Desirable

Knowledge of:

- Relevant learning strategies

Qualifications:

- Full First Aid Qualification

Experience:

- Experience of working with pupils with a wide variety of different needs