



Diocese of Hexham and Newcastle

St Bega's Catholic Primary School: Job Description for After School Club Assistant

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. The governors will appoint a practising Catholic, where possible, or another person who can show by example and from experience that he or she will exercise the ministry of a Teaching Assistant, with the Headteacher and Leadership Group, and senior colleagues, giving appropriate witness to ensure that the school is Catholic in all its aspects. The appointment is subject to the current conditions of service for Teachers other than Headteachers contained in the School Teachers' Pay and Conditions document and other current education and employment legislation.

1. KEY AREA OF RESPONSIBILITY

THE DEVELOPMENT OF THE SCHOOL

The strategic direction and development of a Catholic school stems from the educational mission of the Church which is reflected in the school's Mission Statement and School Development or Improvement Plan.

MAIN TASKS

Work with the teaching staff in:

- 1.1 fulfilling the Mission Statement;
- 1.2 implementing the educational aims, policies, objectives, and targets of the school.
- 1.3 motivating pupils through interest, encouragement and recognition of their unique value;
- 1.4 implementing the Governing Body's policies on equal opportunities.

KEY AREA OF RESPONSIBILITY

Under the direction of the teaching staff and or senior colleagues, the After School Club Assistant is responsible for delivering educational, nutritional, and social development to the school's pupils in addition to offering educational support.

MAIN TASKS

Work with the Headteacher and Leadership Group in ensuring appropriate pastoral care and guidance for all, in accordance with the Mission Statement.

Work with the Headteacher and Leadership Group in determining appropriate pupil groupings which reflect the values of the Mission Statement.

Work with the Headteacher and Leadership Group to determine and publicise the means for promoting:

- a) Pupils' self discipline;
- b) respect for self, others and authority;
- c) good behaviour on and off school premises.

Work with the Headteacher and Leadership Group in promoting a school ethos which extends opportunities for learning and encourages extra-curricular activities.

KEY AREA OF RESPONSIBILITY

EFFICIENT AND EFFECTIVE DEPLOYMENT OF STAFF AND RESOURCES

In the Catholic school all deployment of staff, finance, material resources, time and energy should promote the common good of the community.

MAIN TASKS

Work with the Headteacher and Leadership Group in:

using resources, including time and energy, efficiently and effectively to meet the school's aims and objectives in accordance with the school's Mission Statement and School Development Plan.

providing an attractive environment which expresses the Catholic identity of the school, stimulates learning, and enhances the appearance of the school.

KEY AREA OF RESPONSIBILITY

WIDER PROFESSIONAL EFFECTIVENESS

Take responsibility for professional development by:

- a) taking action to keep up to date in developments in the curriculum and teaching methods;
- b) making good use of the outcomes of monitoring and the school's performance management arrangements in order to improve the quality of their teaching.

KEY AREA OF RESPONSIBILITY

ACCOUNTABILITY

In a Catholic school the Teacher fulfils his or her responsibilities as specified by the Headteacher, Leadership Group and senior colleagues and in accordance with school's Mission Statement.

MAIN TASKS

In relation to the Governing Body:

- a) to assist in the exercising of its functions when requested;
- b) to attend meetings of and report to the Governing Body as required.

In relation to parish(es) and the community

Work with the Headteacher and Leadership Group by helping to:

- a) develop and maintaining positive relationships with the parish communities;
- b) ensure that the school recognises and meets its responsibilities in the life of the local community;
- c) develop links with local employers for the benefit of the pupils and the school;
- d) promote a positive image of the school in accordance with the Mission Statement.

In relation to the Diocese:

- a) to recognise the authority of the Bishop in relation to the provision of education in the Diocese;
- b) to work where required with Diocesan Authorities.

In relation to parents and those with parental responsibility

Work with the Headteacher and Leadership Group in:

- a) building an effective partnership between the school and parents recognising them as the first educators of their children;
- b) promoting understanding of the mission, aims and ethos of the school through provision of regular information to parents about:

- The progress of their children;
- The school curriculum;
- Other matters relating to teaching methods and organisation;
- Opportunities for dialogue between parents and staff and for their involvement in the wider life of the school.