

# **Belmont Academy**

## **JOB DESCRIPTION Holiday Club Assistant**

### **KEY PURPOSE OF THE JOB**

To work under the guidance and instruction of the Sports Coach/senior staff to provide assistance in holiday clubs and activities. To demonstrate due regard for the Trust and school policies.

### **MAIN PURPOSE**

1. Provide assistance in a range of activities inclusive to all pupils regardless of need.
2. Assist teachers and senior leaders in ensuring the continuing educational development of all pupils through the establishment of constructive and positive relationships.
3. Prepare, maintain and use equipment/resources required to ensure a safe environment
4. Ensure accurate records and observations are kept, as required, so that pupils are kept safe.
5. Demonstrate an informed and efficient approach to the school and Trust's ethos and values.
6. To supervise lunch promoting good manners and behaviour, for the children, including the safe preparation of the environment, and clearing up afterwards.
7. To follow guidelines and procedures for safeguarding in accordance with LSEAT and Belmont policies & procedures.
8. To carry out any other duties, which will be seen to enhance the work of the holiday club.

### **Duties & Responsibilities**

- To support the Sport Coach in the delivery of an activity programme ensuring high quality, enjoyable experience centred on the needs of the children following the Academy's values and expectations.
- To assist in the delivery of sports coaching in a range of physical activities through holiday clubs.
- Promote, support and facilitate inclusion by establishing constructive relationships with pupils and encouraging participation of all pupils.
- Use effective behaviour management strategies consistently in line with the school's policy and procedure.
- Support the sports coach with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe environment.
- To take positive steps to identify and overcome barriers to participation amongst children, prioritising access and inclusion for all.

- Lead groups of pupils by modelling practices, under the direction of the sports coach.
- To carry out duties in accordance with the Academy's and other policies, including equal opportunities, child protection, first aid and health and safety at work.
- Support with the preparation/organisation of the environment.
- Establish good relationships with children acting as a role model and being aware of and responding appropriately to pupil needs.
- Assist with the supervision of pupils out of activity times, including during break and lunchtimes.
- Communicate effectively with parents, other staff members and children.

### **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect and promote individual differences and cultural diversity.
- To adhere to the LSEAT staff code of conduct, including professional behaviour, relationships and appearance.
- To develop and maintain effective and positive working relationships with all staff to include the wider community and sporting organisations.

### **Other Responsibilities**

- The job description sets out the duties and responsibilities of the post which may vary from time to time without changing the general character of the duties or the level of responsibility entailed.