Job Description & Person Specification for post of Homework Club Assistant in SCP

**Duties**

This is a general description only and the successful candidate will be expected to follow local arrangements as determined from time to time by School Principal and others under his/her direction and/or the School Completion Local Co-ordinator

Safe arrival and exit of the children from the room used for afterschool homework activity

Preparation of the layout of the room prior to arrival

Marking attendance

Settling in of the children

Establishing the routine of what to do, under direction from existing staff member or nominee of school

Familiarity with Covid 19 school protocols, knowing who to talk to, and following Covid 19 Response Plan of the school

Knowledge of school Child Safeguarding – i.e. name of School DLP (will be given at induction of successful candidate)

**Person Specification**

Will have a genuine desire to work with young children in an afterschool setting

Will be punctual, able to take direction and equally work on own initiative

Will have a working knowledge of young child development, examples are observations of children and their interactions with each other and learning social skills, the indoor and outdoor environment as places of learning, fostering independence, understanding of routine and modelling of behaviour, suitable instructions for young children, direct play and be playful

Will have an appreciation of diversity, equality and inclusion to cater for all children that come to our schools from diverse backgrounds

Will be Garda cleared (will be done if successful)

Will have Tusla Children First certification (will be done if successful)

Will complete the school Covid 19 Return to Work protocols

Be willing to undertake short Continuing Professional Development (CPD) as may arise from time to time