



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	After School Club Educator (Primary)
Salary/Grade	Spinal Column Point 3-5 (FTE £24,796 - £25,583), actual salary £6,715 - £6,929 per annum
Working Time	Term-time only (36 weeks) 12.50 hrs per week (FTE 37 hrs), worked Monday to Friday from 3.00pm-5.30pm.
Reporting to	Mrs A Pease (Vice Principal: Primary Head)
Liaising with	Mrs A Pease and the After-School Co-ordinator.
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work with and supervise children, ensuring their safety and welfare, in After school club at Liverpool College.

Working under the direction of the Vice Principal (Primary), the ASC educator has the following responsibilities:

- Complete and maintain a range of Liverpool College's administration as required to include: setting up and maintaining daily pupil register.
- Selecting appropriate activities for the children each day. Preparing a creative activity on a regular basis.
- To care for and supervise children with regard to their social, emotional and physical needs.
- To maintain a friendly and inviting environment.
- To support the overall development of children.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To establish constructive relationships with parents/carers.
- To support school policy.

Key responsibilities and objectives of the job

- To encourage children to interact with others and engage in adult and child led activities.
- To establish good relationships with children acting as a role model and setting high expectations.

- To promote inclusion and acceptance of all children.
- To promote self-esteem and independence.
- To be involved in the planning, development and implementation of the activities available during After School Club.
- To assist the ASC Co-ordinator in keeping appropriate records.
- To adhere to the College policies and procedures, including Equal Opportunities, SEN, Health and Safety, etc.
- To deal with the personal care and comfort of pupils, as required, in relation to welfare, health, toileting, feeding, dressing and administering of medicines.
- To keep and monitor accident and incident records and inform parents of any such which have taken place during the school day.
- To liaise with the class teacher where appropriate.
- To adhere to the behaviour management policy.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.

January 2026