

Job Description

Job Title: After School Club Assistant

Responsible to: Deputy Head & After School Club Leader

OVERALL RESPONSIBILITY

- Work with the After School Club Leader to provide quality After School provision at St Mary's CEVA Primary School.
- Provide high standards of care and play opportunities for children between the ages of 4 and 11 in a safe and secure environment.
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard Child Protection Procedures.

DUTIES

Delivering After-School Provision

- Work with the After School Club Leader and other staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment with regard to the individual development needs of the children.
- To deliver high quality creative play opportunities in a safe and caring environment.
- Provide a healthy snack for children on a daily basis.
- Liaise with the school teaching staff with regard to the needs of the children who attend the club.
- Uphold all policies and procedures of the group.
- Assist in the maintenance of all records relating to the management of the group ensuring confidentiality and data protection of the children, their families and members of staff.
- Assist in the day to day administration and record keeping that includes maintaining records of pupil attendance.

Health and Safety

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Continuing Professional Development

- Undertake any necessary professional development as identified, taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.