



Job description: After School Club Assistant

Main purpose of role

- To ensure the safety and wellbeing of pupils in your care
- To provide a stable and secure environment for all children using the establishment, which meets their social, emotional, intellectual and physical needs
- To work as part of team of staff, who collectively contribute to providing positive experiences for young children and their families, in a safe, nurturing and stimulating environment

Duties and responsibilities

Delivering activities and snack

- To provide comprehensive care for the children
- Deliver age-appropriate activities and experiences to support pupils' development
- Supervise pupils during activities and help to resolve issues between pupils
- Preparing, serving and clearing away snacks and refreshments.

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- To attend training courses as appropriate
- To work within agreed policies