



The Spinney Primary School

AFTER SCHOOL CLUB ASSISTANT

Position: After School Club Assistant

Reporting to: The After School Club Leader

Main Purpose: To ensure the smooth running of The Spinney's After School Club

General duties and responsibilities

- To supervise pupils, during the After School Club period, in dining hall, playground areas and school premises, ensuring the safety, welfare, physical and mental well-being of pupils and the maintenance of good behaviour.

Main Tasks

- Support the aims and ethos of the school
- Set a good example in terms of punctuality, behaviour and attendance
- Ensure the maintenance, cleanliness and safety of equipment
- Maintain the school's Healthy Eating Policy and keep updated with any new information
- Safeguard children and ensure and promote their health and safety
- Ensure hall is prepared before children arrive and together with other staff all items are packed away at the end of each session. Organise the space and resources to create a welcoming, relaxed and informal environment
- Ensure kitchen area is cleaned after each session
- Plan and coordinate activities and games to interest and stimulate the children
- Meet and greet parents and children as they arrive (ensure a positive relationship with both)
- Note any information passed on from parents and pass onto relevant professionals
- Settle children and encourage independence or to help others where appropriate
- Interact with children, discussions, playing a game or simply having a conversation on a one-to-one basis
- Ensure a good balance between free choice of play and directed play when necessary

- Monitor behaviour and ensure everybody is happy and content. Share any concerns with the After School Club Leader
- Ensure there is a good standard of behaviour in line with the school's behaviour policy and 5 hand rules. Bring any concerns to the attention of parents

NOTE:

The postholder will be subject to an enhanced DBS disclosure and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared.

At all times ensure that priority is given to the safeguarding of young people and that Safeguarding Policies and Procedures are followed.

This Job Description may be amended at any time, according to the changing priorities of the school as identified within the school's strategic plan and in consultation with the post holder.

The Spinney Primary School is committed to safeguarding and promoting the well being of all its pupils and expects all staff and volunteers to share in this commitment.

July 2017