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**Easington Colliery Primary School**

**After School Club Supervisor– Job Description**

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| **Post:** | After School Club Assistant |
| **Grade:** | 1 |
| **Location:** | Easington Colliery Primary School |
| **Responsible To:** | School Business Manager |
| **Job Purpose** | The After School Club Assistant will be responsible for the care and supervision of the children during the after school club and engaging children in activities in accordance with the school’s policies and procedures. |
| **Hours:** | 16.15hrs hours per week (2.45-6.00pm Monday to Friday, term time only) |

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| The main duties will be carried out under the direction and control of the Head Teacher and will include the following:   * Assisting the After School Club Supervisor in the childcare provision. * Ensuring pupils maintain high standards of behaviour, reporting any cases of misbehaviour, especially bullying, as appropriate. * Ensuring the health and safety of all children in the club by performing basic first aid for minor incidents/accidents. * Supporting with homework activities. * Assisting pupils where necessary. * Actively encouraging pupils in safe, enjoyable games. * Help prepare and serve snacks. * Assist with the cleaning and tidying of the equipment and areas after use. * Supervising the washing of hands before snacks. * To attend any training courses relevant to the post, ensuring continuing, personal and professional development. * Ability to present oneself as a role model to pupils in speech, dress, behaviour and attitude. * Provide pastoral care and support to sick and injured children. * Cleaning of the childcare areas on an ad-hoc basis.   The Post holder may undertake any other duties that are commensurate with the post. |

The job description will be the subject of an annual review, and any part of it may be amended as a result of such a review, or at any time after consultation with the post holder.

Post Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Headteacher: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_