



HARVEY ROAD PRIMARY SCHOOL
Job Description

AFTER SCHOOL CLUB ASSISTANT

JOB TITLE: After School Club Assistant H1 (Term Time Only)

REPORTS TO: Headteacher/School Business Manager

The After School Club will provide child care during term time for parents and will therefore run every day of the academic year.

1. PURPOSE

To assist in the supervision of the After School club provision, providing appropriate activities, encouraging cooperation, securing children's safety, monitoring well-being and ensuring good behaviour in accordance to school policies and procedures. Hours will be from 3pm-5.30pm.

2. MAIN AREAS OF RESPONSIBILITY

- Supervise children in collecting food, clearing away and while occupied in activities or the playground
- Establish excellent working relationships with the children you are supervising, interacting positively and encouraging them to cooperate and support one another
- Help organise play and all activities, including craft sessions
- Use praise and reward systems to nurture positive relationships with children
- Bring any concerns to the attention of parents/school staff as appropriate
- Communicate any relevant news or issues to others in After School club team.
- Ensure school security is maintained at all times
- Provide first aid duties as and when required

3. ADMINISTRATIVE DUTIES

- Assist in the communications with parents and school staff
- Support in the recording of children's attendance on the daily register.
- Support in the organisation of in school displays
- Liaise with school office staff and Headteacher on all relevant matters and issues.
- Complete any other duty that is directed by the After School Club Leader, Headteacher or senior leader in the school that is reasonable and is in keeping with the role of After School Club Assistant