



# **After School Club Assistant Job Description**

## **JOB PURPOSE**

To work as part of the team and run the day-to-day organisation of the After School Club by providing high standards of care and play opportunities for children between the aged 3 and 4 years old in a safe and secure environment.

To contribute to the overall ethos, work and aims of the school. To work under the instruction of teaching/senior staff, to support pupils after school activities.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To run the day-to-day organisation of the After School Club
- Pass on correspondence to teachers from parents/carers and vice versa.
- Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.
- Liaise with the Early Years Practitioners and Teachers with regard to the needs of the children who attend the After School Club.
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Provide care, play opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children.
- Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Ensure that children are kept safe and that staff members understand and follow Safeguarding Procedures.
- Supporting the children with preparing and serving their own tea.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

