



## **Job description: After School Club Assistant**

**Responsible to: Kingfisher Club Manager**

### **Strategic role**

- Supervise children ensuring their safety, well-being and discipline
- Always be vigilant and ensure that the children's safety is your first priority
- Manage the behaviour of children in line with the school's behaviour policy
- Actively encourage enjoyable and purposeful play for all children
- Interact positively with parents and share information appropriately

### **Behaviour management**

- Be aware of the aims and procedures outlined in the school's behaviour policy
- Maintain a positive and encouraging approach when talking to the children about their behaviour
- Inform teachers of exceptionally good and poor behaviour choices
- Report any serious incidents of bullying, use of offensive language, racism, sexism etc to the Kingfisher manager

### **Leading children's play**

- Encourage and get involved in a variety of safe and enjoyable games
- During wet play, ensure that appropriate quiet games and activities are available
- Ensure that the Kingfisher Club rooms are tidy and ready for the next session

### **Pupil well-being and safety**

- In the event of any sickness or injury refer the child to a first aider
- In the event of a child making a disclosure, inform the school's child protection officer immediately. Follow the school's procedure.
- Ensure that no area of the club is left unsupervised
- Ensure safety on the equipment at all times and intervene as necessary if children are playing unsafely or at risk of hurting themselves or others, or damaging property

### **Meal time supervision**

- Supervise the children's behaviour to ensure safety and a pleasant environment
- Actively encourage well-mannered, sensible eating of meals and ensure that children clear up after themselves, disposing of waste in the right way
- Encourage the children to use their cutlery, teaching them this skill if necessary
- Clearing up any spillages to avoid any possible accidents

### **Other duties and responsibilities**

- Support the whole school aims and vision
- Work well as part of a team and contribute positively to the wider school community
- Follow the school's child protection and safe guarding policy
- Carry out any other duties and responsibilities reasonably requested