



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