**St William’s RCVA Primary school**

***Job description for a After School Assistant***

After School supervisors, plan and lead activities for children involved in the schools after school club including preparing snacks for children.

**What's involved**

After School Club supervisors have a range of duties and responsibilities, varying according to the type of school, which typically include:

* effective supervising pupils in during after school club
* Planning activities to engage children
* dealing with misbehaviour and reporting any problems they are unable to resolve to the duty teacher or head teacher
* tending to pupils who are sick or injured, ensuring they receive appropriate medical attention, and reporting any serious accidents
* being aware of responsibilities under child protection legislation, and reporting concerns to a senior supervisor or the head teacher
* assisting with play activities if required.

**Skills and experience you'll need**

To work as a supervisory assistant, the following skills would be helpful:

* enjoyment of working with children and the ability to control and supervise them
* patience
* the ability to stay calm
* good communication skills
* the ability to work as part of a team
* Creative and able to plan activities for children

**Entry requirements**

It could be an advantage if you have basic first aid skills and experience of working with children. You would need clearance from the Disclosure and Barring Service (formerly the Criminal Records Bureau), along with patience and the ability to stay calm.

**Training and development**

Once you start work, you will receive training on the job from experienced staff. You might also attend a first aid course and a food hygiene course.