



## **JOB DESCRIPTION FOR AFTER SCHOOL CLUB SUPERVISORY ASSISTANT**

The After School Club Supervisory Assistant will be expected to:

Under the direction of the Headteacher, be responsible for maintaining a high standard in the following

- Set up the hall or classroom each afternoon in preparation for the after school club.
- Serve a healthy snack and drink at the start of each club.
- Create a welcoming and supportive environment for the members of the club.
- Supervise children as they eat their snack.
- Prepare and deliver appropriate activities or support sports coaches or other providers who may be delivering the activity.
- Encourage high levels of good behaviour and deal with inappropriate behaviour within the federation's policy and ethos.
- Tidy up the hall or classroom after use and ensure the secure storage of resources and equipment used.
- Maintain a register of pupils attending.
- Setting a good example in terms of punctuality, behaviour and attendance.
- Establishing constructive relationships and communicating with other staff.
- Undergoing relevant training such as Safeguarding, Food Hygiene and First Aid.

Carry out any other duties which may be reasonably allocated from time to time by the Headteacher that are commensurate with the job purpose and grade.

*Our school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*