

Job Description
Out of School Club Assistant

Job Title	Out of School Club Assistant
Grade	Band 2 Mid
Reports to	Headteacher Out of School Club Supervisor
Liaison with	Headteacher, Out of School Club Supervisor
Job Purpose	<p>Duties and responsibilities</p> <p>To provide purposeful activities for all children at the club in a safe and stimulating environment in accordance with school policy.</p>
Principal Accountabilities	<ul style="list-style-type: none"> • Deliver a relevant programme of activities, which is suitable for the range of ages within the key stages. • Organise a variety of activities on a weekly basis for pupils to engage in. • To clear games & equipment when finished and monitor use. • To maintain good order and discipline among pupils whilst involved in play activities, with particular reference to health and safety.
Duties	<ul style="list-style-type: none"> • Ensure that there is equal access to the programme for all pupils • Ensure that pupils are regularly consulted as to the provision on offer • Supervise pupils' recreation activities within the club or playground ensuring high standards of safety. • Encourage and help pupils to engage in play and recreation activities relevant to their age. • Maintain high standards of discipline and behaviour • Maintain resources for the programme
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager. • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

Signed..... Date.....