

St Cedd's School



Job Description

Job Title/Role: TLC Club Assistant

Responsible to: TLC After-School Club Manager

Key Accountabilities:

- Follow the instructions and guidelines from the TLC Manager or Deputy Manager in providing a well-resourced and delivered activities programme for the children EYFS to Year 6 attending the after-school club
- Support the ethos of the school and comply with all the school's policies and practices
- To supervise the children where appropriate and to protect them from dangerous or harmful situations, as directed by the TLC Manager
- To provide a high level of care that will enhance the children's well-being and to ensure that all toys and equipment are clean and safe at all times
- To share any child protection concerns immediately to the designated EYFS safeguarding lead person
- To set up and clear equipment on a daily basis
- To adhere to all school policies and the EYFS framework
- To assist with the TLC snack, setting up and clearing away and supervising children whilst eating, taking particular note and support for children with allergies

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the TLC Manager and Head to undertake work of a similar level that is not specified in this job description.