

Job Description – Leigh Academies Trust

Job Title: After School Club Assistant

Principal Accountabilities:

- Support other team members in the planning of the daily activities of the Extended Schools to ensure children's needs are met and when required, supervise the safe escorting of children to ensure their well-being at all times
- Work with other staff to and provide healthy meals/snacks in order to promote healthy eating and maintain the Extended Schools Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well-being of the children and staff
- Advise the Extended Schools Club Supervisor of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the wellbeing of the children and work within KCC Guidelines for Child Protection to ensure the wellbeing of the children
- Support the Supervisor in ensuring that high standards are maintained in the running of the club, including how the resources (staff, premises and equipment) are used to ensure the needs of the children are met and support the supervisor in ensuring that all records are maintained ensuring confidentiality of information
- With the other staff in the school to ensure that children, whilst in the Extended Schools Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds to ensure that the school's Equal Opportunities policy is adhered to
- Support the Extended Schools Club Supervisor in ordering all grocery items for Extended Schools Club each week
- Ensure the supervision of pupils at the Extended Schools Club and safe transfer to parents at the end of each session

Necessary Experience:

- Knowledge of Health and Safety procedures applicable to the Extended Schools Club desirable.

Scope for Impact:

- This post has a direct impact on the well-being and development of children attending the club.
- The post holder will need to become aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and support the Supervisor in ensuring the National Standards and out of school play values are met at all times.
- The post holder will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club.
- The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.