

## **After School Club - Job Description**

### **1. Job Purpose**

To supervise children in completing homework. To deliver fun and creative opportunities for younger children in After School Club. These activities will be appropriate for children aged three to thirteen.

### **2. Main Responsibilities**

- Providing a safe and caring environment at all times.
- To supervise children outside the classroom including in the playground.
- Carrying out day-to-day administration and record keeping, including registers, and accident forms.
- Administering first aid as appropriate ensuring correct records are kept.
- Attending training courses as appropriate
- Initiating contact, building relationships and liaising with parents and families.
- Working within agreed policies and procedures, paying special attention to the school's safeguarding policies.

#### **Hours of work**

After School Club: 4pm to 6pm Monday to Friday term time only