

## Before / After School Club Assistant

### Job Purpose

- To ensure that the health and safety needs of each individual child's are met at all times
- To assist with the provision of breakfast or snack
- To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
- Attend to the personal, social and emotional needs of individual pupils, together with any special requirements
- Foster an atmosphere of mutual respect and demonstrate the behavioural and equal opportunity policies of the school effectively at all times by challenging inappropriate behaviour
- To promote the school's ethos and values

### Duties and Responsibilities

- Support the planning and provision of a range of stimulating activities to encourage and develop each child
- Reflect on practice and daily routines to ensure they are tailored to the pupils attending
- Report any concerns regarding the pupil's welfare or education as per school policies and procedures and recording them on CPOMS where appropriate
- Be proactive in matters relating to child safeguarding and health and safety reporting any concerns to the DSL and recording them on CPOMS
- Be reliable and punctual
- Be aware of and support all the schools' policies and procedures
- Work as part of the whole school team to ensure the best outcomes for all pupils
- Attend appropriate staff training and meetings as required
- Be aware of own professional development