

Job Description



Post Title:	After School Club Assistant	Post Holder:	
Department:	Dulverton Primary School	Grade:	BEXLEY03
Responsible to:	ASC Supervisor		
Responsible for:	No Staff		
Functional links with:	Parents, Teaching Staff, Support Staff and LA Staff		
Main purpose of the job: To assist with the preparation and day to day organisation and running of a range of purposeful and stimulation activities events. To develop and provide quality services, which meet the physical, cultural, intellectual and psychological needs of the children who attend.			
Major Duties and Responsibilities: - To participate in the practical tasks associated with the preparation, organisation and supervision of sessions for all children. Either during school time or before and/or after school clubs. - To take action necessary to ensure the health and safety of children, staff involved in the session and other Centre users, drawing matters to the attention of the ASC Supervisor as appropriate. - To work at all times to the requirements under the 1989 Children Act and inform the ASC Supervisor immediately of any child protection concerns or worries. - To use acquired skills/expertise in caring for children who may present with challenging behaviour or other anti social traits in an appropriate manner. - To attend and participate in relevant training as identified by the ASC Supervisor, the Senior Management of the school and/or Head Teacher. - To work towards supporting the general development of play services in the School. - To undertake an induction at the appropriate centre to ensure the smooth running of various play schemes. - Undertake such duties as may reasonably be allocated by ASC Supervisor or amember of SLT.			
Resources: None			

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Job Activities:

- Awareness and commitment to work within various policies and legislation.
- Supervise and manage groups of children in various activities.
- Assist in the preparation and organisation of sessions either during school time or before/or after school time.
- Support the ASC Supervisor in the development of the service.

Signed by:	Post holder:	Date:
	Line Manager: ASC Supervisor	Date: