



## WEST JESMOND PRIMARY SCHOOL JOB DESCRIPTION AND PROFILE

**POST TITLE:** Breakfast Club / After School Club Assistant

**GRADE:** N2

**RESPONSIBLE TO:** Breakfast Club/After School Club Leader/Head Teacher

**RESPONSIBLE FOR:** N/A

**JOB PURPOSE:** To assist in the supervision and welfare of children who attend the Breakfast Club / After School Club in accordance with school policies / procedures.

**MAIN DUTIES:** The following list is typical of the level of duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Assist with the organisation, maintenance, setting out and clearing away of resources to create a purposeful and attractive learning environment.
- 2 Assist with any administrative tasks such as attendance registers, collection of fees, etc.
- 3 Undertake activities with pupils that promote the development of intellectual, moral, spiritual and social skills.
- 4 Assist in the preparation of health snacks for the pupils.
- 5 Respond to the practical needs of children where there is an identified special educational need.
- 6 Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 7 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- 8 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 9 The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons she/he is responsible for, or comes into contact with.