

Job Description

Directorate:	Wellbeing, Care & Learning		
Post Title	Breakfast Club/After School Club Assistant AA704		
Evaluation	311 Points	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 is typical of the duties the postholder 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 Respond to the practical needs of children where there is an identified special educational need.
- 5 Provide general care and welfare by responding appropriately to the social, emotional and physical needs of pupils.
- 6 Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
- 7 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 8 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007