



## Job Description – After School Provision Assistant

<b>Job Title</b>	After School Provision Assistant
<b>Grade</b>	Scale 2
<b>Reports to</b>	After School Provision Supervisor Headteacher
<b>Responsible for</b>	After School Provision
<b>Liaison with</b>	After School Provision Supervisor Pupils Catering Manager Headteacher
<b>Job Purpose</b>	To assist in the day-to-day running of the after-school provision, supporting the supervisor in providing a safe, welcoming, and engaging environment for children. The assistant will help deliver activities, supervise children, and promote their wellbeing at all times.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"><li>To maintain the safety and welfare of the pupils during the after school provision.</li></ul>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"><li>Support the setup and delivery of planned activities that are fun, inclusive, and age-appropriate.</li><li>Supervise children to ensure their safety and wellbeing at all times.</li><li>Promote positive behaviour and encourage respectful, inclusive play.</li><li>Assist with the preparation and serving of snacks, ensuring good hygiene and food safety.</li><li>Help with the tidying and cleaning of the provision space at the end of each session.</li><li>Follow all safeguarding and health &amp; safety procedures, reporting any concerns promptly.</li><li>Build positive relationships with children, parents/carers, and colleagues.</li><li>Attend training and meetings as required by the school or provision lead.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>To attend relevant training and meetings as required.</li><li>To respect confidentiality at all times.</li><li>To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li><li>To understand and apply school and LIFE Trust policies in relation to health, safety, welfare and behaviour of pupils.</li><li>To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li><li>Ensure that all duties and services provided are in accordance with School and LIFE Trust policy.</li><li>The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li><li>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li></ul>