

FUN CLUB ASSISTANT PLAY LEADER

Job Description

Post: Fun Club Assistant Play Leader

Responsible to: Fun Club Manager / Head Teacher / Governors

Hours: 10 plus 2 ½

Job Purpose: To support the Play Leader in the daily organisation, supervision, safety and welfare of pupils during Fun Club.

MAIN DUTIES AND RESPONSIBILITIES

- To uphold the School's and Fun Club Christian vision and values.
- To help create a welcoming, fun and supportive environment for the members of the club.
- Provide safe, creative, appropriate play activities and assist Play Leader with the planning and preparation of activities and organisation of programmes.
- To be vigilant of the safety and welfare of the pupils.
- To support the children in basic care routines and encouraging good eating habits at snack time.
- To support the Play Leader in implementing the behaviour management policy and positive reinforcement strategies.
- To assist with the tidying of the venue after use and prompt children to take responsibility for good housekeeping.
- To work closely and confidentially with parents and carers.
- To work closely and communicate with the school staff to inform school staff on any important information regarding the children as necessary.
- To support the school in any fundraising opportunities for the club.