



## JOB DESCRIPTION

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| <b>School:</b> Eastcombe Primary School    |                 |
| <b>Job Title:</b> After School Play Leader | <b>Grade:</b> 4 |

### Job Purpose

To support the school team in the provision of high-quality activities for pupils at the end of the normal school day.

### Duties and Responsibilities

- Assist in planning programs of activities appropriate to the age and ability of the group.
- Supervise, support and assist pupils undertaking activities, ensuring that all have equal opportunity to develop their individual and team skills.
- Assist with the organisation of equipment and accommodation
- Mop up spillages and accidents with the use of appropriate materials/equipment.
- Comfort and supervise pupils who are ill or have had an accident administering to their needs as appropriate, and referring to the nominated First Aider, ensuring that accidents are recorded appropriately.
- Ensure children are safely collected by their parent.
- Contribute to the overall ethos, work and aims of the school in compliance with school policies and procedures.
- Be aware of and comply with the procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings or training as required.
- Set a good example in terms of dress, punctuality and attendance.