



# Job Description

<b>Job Title:</b>	HC Clubhouse Assistant
<b>Responsible to:</b>	HC Clubhouse Manager
<b>Status and hours:</b>	15 hours per week, Monday - Friday, 1500 - 1800, term time.

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## Purpose of job:

To support the delivery of high-quality play opportunities and care within The HC Clubhouse, ensuring a safe, inclusive and engaging environment for Junior School children at the end of the school day.

## A. Main Duties

1. To plan for and lead blocks of activities for Junior School pupils.
2. To reinforce the standards of behaviour expected within the school, while still allowing the children to relax and enjoy themselves.
3. Plan and prepare snack.
4. Plan and promote outdoor activities suited to the needs of the children.
5. Provide a relaxed, stimulating environment where all children can feel safe and happy.
6. Provide comfort and First Aid care in case of minor accidents and ailments.
7. Ensure children are safely collected by an appropriate adult.
8. Assist with setting up and clearing away before and after the club.

## B. Specific Objectives

1. To take all reasonable steps to exercise a duty of care and ensure the safety and welfare of pupils and staff.
2. To attend staff meetings on a regular basis to plan and maintain high standards.
3. To engage with parents/carers to ensure that their needs are met, and their views are taken into consideration.
4. To make good use of all available accommodation, resources, and facilities.
5. To undertake a programme of professional development as agreed with Head of Junior School and HC Clubhouse Manager.
6. To contribute to the administration of the HC Clubhouse as requested by the Manager and Head of Junior School.
7. Ensure Child Protection procedures are understood and adhered to.
8. Be aware of the fire/emergency evacuation procedures and ensure that all children are aware of these.
9. To participate in Junior School and whole school approaches to systematic self-evaluation and quality improvement as required by the Head of Junior School.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

## **Safeguarding Learners**

Hamilton College is committed to safeguarding and promoting the welfare of learners. We expect all staff to share this commitment and to undergo appropriate checks, including an update PVG check.