



HOTSPUR PRIMARY SCHOOL

HOLIDAY SPORTS CLUB ASSISTANT - JOB DESCRIPTION



POST TITLE: Holiday Sports Club Assistant

GRADE: N2

RESPONSIBLE TO: Headteacher and Governors of Hotspur Primary School through Learning & Equalities Champion and Extended Services Leader

JOB PURPOSE: To assist in the supervision and welfare of children who attend the Holiday Sports Club in accordance with school policies/procedures

MAIN DUTIES: The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be require from time to time

- Assist with the organisation, maintenance, setting out and clearing away of PE and sport resources to create a purposeful and attractive learning environment.
- Assist with any administrative tasks such as attendance registers, collection of fees etc.
- Undertake sporting activities with pupils that promote the development of PE and Sports skills.
- Respond to the practical needs of the children where there is an identified special educational need.
- Provide general care and welfare by responding appropriately to the social, emotional and physical needs of the pupils.
- Assist in maintaining a healthy safe and secure environment and act in accordance with the school's policies and procedures.
- To promote and implement the schools Equality Policy in all aspects of employment and service delivery.
- The postholder will have responsibility for promoting and safeguarding the welfare of children and young person's s/he is responsible for, or comes into contact with.