

CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

**Primary School Assistant**

**Purpose:**

* Support staff and children by fulfilling duties throughout the school day: start or end of day gate supervision, breaktime supervision; snack and lunch preparation, distribution and clear up, handling any spillages or ad hoc cleaning needs and After School Care duties.
* As a member of the Auxiliary and After School Care teams, the individual will be responsible to the Deputy Principal and After School Care Leader and will relate to and work with all school staff in line with all relevant policies and procedures to ensure healthy and safe supervision and safety of students at drop-off/pick-up points, play and lunch times and during After School Care.

**Reporting to:** Deputy Principal,After School Care Leader

**Liaising with:** PLT Members, Office Manager, Teaching staff

**Normal Working Hours**: 9.00am - 5:00pm with usual breaks. There is an obligation on the After School Care team to remain as carer of any child or children who have not been collected at the end of the normal operating day, as such, on rare occasion, this may fall to this individual.

**Key Responsibilities:**

**Duties**

In line with Duties and Supervision policies, fulfil:

* Start or end of day gate supervision as relevant, as a parent- and child- facing member of staff and due diligence to ensure the safety of children entering and exiting the school premises.
* Child Supervision (breaks and after school care): diligently support teaching staff members to minimise the opportunity for accident or injury of students, encouraging suitable social dynamics and development in line with School Mission Statement, and adhering to the implementation of the “behavioural policy” as laid out by CPHS.
* Ensure that any playground or classroom equipment/property is properly maintained and safe for children’s use. Take appropriate action to have any issues rectified.
* Provide basic first aid as and when necessary and take appropriate action if further medical attention is required.
* Ensure that all playground/classroom property and equipment is clean and properly stored at the end of the day.
* Report any concerns regarding student behaviour and safety or security to line manager.
* Undertake other reasonable duties as may be required of designated from time to time by the Principal.

**Activity Provision**

* To provide activities for the children according to the ASC plan of events/program
* To work with the children in the various activities to encourage full participation

**All Staff Are Expected To:**

* Maintain confidentiality at all times with regard to student information and related school matters
* Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
* Uphold the school’s behaviour code, uniform requirements and other regulations
* Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
* Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Primary School Principal: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Updated Jan 2021*