



NEWTON BRITISH ACADEMY

Primary Aftercare Duty - Job Description

Academic Year 2021-2024

(To be reviewed annually)

Job Expectation:

To ensure and oversee that a **safe environment** is maintained in the designated Aftercare Room.

Responsible to:

Deputy Head of Primary (Pastoral), Head of Primary, Deputy Principal & Principal

Duty-doing Staff members are expected:

1. To have full access to, or be in possession of an official Duty Rota at all times (displayed, filed or both).
2. To record (electronically or manually), your allocated duty times as per the Duty Rota.
3. To be aware of the location of the Aftercare Room (KS1)/Canteen Area (KS2), in which you are responsible for performing the duty.
4. To be on time for every duty you are responsible for.
5. To, in case of absence from an assigned duty for any reason, arrange for a suitable replacement member of staff, and to inform the Deputy Head of Primary (Pastoral) of this arrangement beforehand
6. To ensure that all students remain in the assigned Aftercare Room/Canteen venue, with no students loitering on the playground or in the hallways by the official start of the Aftercare duty.
7. To ensure that all students remain constructively occupied for the entire duration of your duty (reading, doing homework, drawing, colouring, etc.), or to engage in any group activity led by yourself.
8. To refrain from engaging in any form of personal activity (ies) that may take your attention away from the students under your care (use of mobile phone, marking, working on a laptop, discussions with colleagues and or parents, etc.).
9. To remain visible to students under your care at all times. If there is **serious** misconduct or an injury, one person on the duty needs to look for assistance, either a class teacher or a member of SMT. **Under no circumstances may your duty area be left unattended for any part of the duration of your duty.**
10. To leave the designated Aftercare Room/Canteen in a neat and tidy manner before exiting (litter picked up, desks and chairs packed neatly, whiteboard cleaned, and the door closed).
11. To ensure that all students are signed out and accounted for.
12. To ensure that students are not allowed to enter the School's Reception area or to re-enter any area of the school while waiting to be collected at the school gate.
13. To ensure that a Security Guard knows of each and every student still not collected by 14:30
14. To make a list of the student names and their respective classes that are not collected by 14:30, and to give this list to a Security Guard
15. **The personal and physical wellbeing of our students is always paramount in our thoughts/ actions. If a negative incident occurs i.e. a child is injured or their safety is compromised, staff are expected to complete an incident sheet on the day and submit to explain to SMT/ SLT what happened.**
16. **Any incident that occurs will then be fully investigated by SMT/ SLT.**
17. **Disciplinary action may be necessary if it is deemed that the member of staff in question has proved to be negligent or incompetent in their professional duties.**

Name: _____

Signed: _____

Date: _____

Form to be returned signed to the Deputy Head of Primary (Pastoral)

