

**Job description**

**Homework Club Assistant**

Hours: Junior Homework Club - 4.00-6.00 pm Monday to Friday, term time only

 Senior Homework Club - 3.45-6.00 pm Monday to Friday, term time only

**Key Responsibilities:**

* To ensure a commitment to safeguarding and promoting the welfare of children.
* To uphold the School Code of Conduct and the ethos of the School.
* To assist with Homework Club duties

 **Homework Club**

1. Ensure that pupils are working on Homework in a sensible and responsible way.
2. Pupils should be working quietly; they may talk to each other occasionally but, in general, they should be working on their own. Some Homework tasks may be group or pair work.
3. Keep a close eye on the use of websites for ICT. The Homework Club Assistant should patrol frequently, checking up that the websites are appropriate and relevant. Under no circumstances should emails be written, received or sent. Any breach of internet use should be reported immediately to the Headmester. SLT or the School Office.
4. The Homework Club Assistant may be asked (especially by Juniors) for help. Try to guide the pupil to the right answer without giving them it outright. Other pupils may be asked to help explain the task.
5. Pupils should at all times adhere to the Cranford Code of Conduct .
6. In the event of an emergency (eg fire or illness), the Homework Club Assistant should direct pupils to the School Matron (located in Moulsford House), or evacuate the building.
7. Take the Register at the beginning of the session, and return it to the School Office.
8. Sessions run from 4.00-5.30pm daily.
9. At 5.30pm, wait with the girls to ensure they are collected. Anyone not collected by 5.35pm should be brought to Moulsford House and a member of SLT informed.
10. Check the folder for ‘extra’ students attending. The Office will put a note in the relevant daily section.