

### Job Description

<b>JOB TITLE:</b>	After School Club Supervisor
<b>GRADE/SALARY:</b>	Grade 3 (SCP 3 – 4)
<b>REPORTING TO:</b>	You will have a named line manager (e.g. middle or senior leader)

#### **Job Purpose**

- To assist in the day-to-day organisation of the after-school club;
- To organise a range of leisure activities for children aged 4 – 11;
- To assist in providing a caring, secure environment through individual attention and group activities;
- To provide a welcoming, stimulating, safe environment for children aged 4 – 11 attending the after-school club.

#### **Key Responsibilities and Accountabilities**

##### **The post holder will:**

- Provide safe, creative and appropriate play opportunities to meet the needs of individual children from different cultures and religious backgrounds, and those at different stages of development;
- Prepare a wide range of creative and enjoyable activities, organise programmes and arrange the appropriate equipment;
- Listen to children and talk to them about any worries or concerns;
- Involve children in the planning of activities and ensure that play meets the full range of children's individual and group needs;
- Ensure that activities are carried out in a safe and sensible manner;
- Ensure that food provision is balanced and healthy, and in line with the Food Safety Act 1990;
- Liaise with parents on day-to-day caring needs to encourage parental involvement and support, and maintain good relationships and communication;
- Encourage fair and caring behaviour among children, along with independence and self-esteem;
- Ensure good hygiene standards are maintained at all times, and uphold the requisite health and safety standards;
- Ensure every child is collected by the appropriate adult;
- Deal with injuries and emergencies and follow the proper procedures;
- Be involved in out of working hours activities if required, e.g. training, staff meetings etc.;
- Act in accordance with staff policies and practices;
- Undertake any training as it becomes necessary;
- Undertake other duties and responsibilities, on occasion, of an equivalent nature, as determined by the line manager or senior leadership.

##### **Responsibilities for people (line management)**

- None

### **Responsibilities for Resources**

- Effective use of materials and resources

### **Responsibilities for Budgets**

- None

### **Performance Management and Review**

- Objectives and professional development plans will be balanced between the Trust, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Trust Performance Management Policy.

### **Core responsibilities and duties**

The postholder is required to:

- Ensure that you understand and comply with the Trust Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in the Trust safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with the Trust Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of the Trust;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

**The duties and responsibilities highlighted in this Job Specification are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.**

### Person Specification

			Assessed by:	
No.	Categories	Essential or Desirable	App Form	Interview or Task
<b>Qualifications</b>				
1.	Basic numeracy and literacy skills;	E	✓	
2.	Understanding of safety and security;	E	✓	✓
3.	Level 2 qualifications in numeracy, literacy or childcare, or a willingness to work towards;	D	✓	✓
4.	Understanding of Safeguarding and Child Protection issues;	D	✓	✓
5.	Food hygiene qualifications;	D	✓	
<b>Experience</b>				
6.	Experience of taking care (and charge) of groups of children (paid or unpaid);	E	✓	✓
7.	Experience of working in a school environment;	D	✓	✓
<b>Abilities, Skills and Knowledge</b>				
8.	Work as an effective team member and apply directions/instructions;	E	✓	✓
9.	Able to keep accurate records, in line with relevant policies;	E	✓	✓
10.	Able to follow written and verbal instructions (e.g. the behaviour policy);	E	✓	✓
11.	Practical supervision skills (in relation to children and young people);	E	✓	✓
12.	Able to make decisions as to when to involve senior staff in difficult situations;	E	✓	✓
13.	Able to organise self to plan and complete tasks;	E	✓	✓
14.	High personal standards, and able to be a positive role model and show a caring and understanding approach to children;	E	✓	✓
15.	Very high levels of concentration and alertness;	E	✓	✓
16.	Knowledge of basic health and safety and hygiene;	E	✓	✓
17.	An excellent record of attendance and punctuality;	E	✓	
18.	Reliability, integrity and stamina;	E	✓	✓
19.	Respect confidentiality.	E	✓	✓
20.	Knowledge of basic first aid;	D	✓	