JOB DESCRIPTION – After School Supervisor

Salary Scale: KR3

Hours: 3:15pm – 5.00pm

Responsible to: Headteacher

Purpose of Job:

* To be responsible for the development and daily supervision of the after school club providing a safe, caring and stimulating environment for children.
* To develop, implement and review the policies, procedures and practices within the after school club in line with the agreed principles of the after school club ethos.

Duties

* Undertake the daily supervision of the after school club, developing and maintaining high standards throughout to ensure the welfare of the children at all times.
* Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds, ensuring that the school’s Equal Opportunities Policy is adhered to.
* Maintain the after school club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, and be responsible for all Health and Safety matters in the after school club to ensure the safety and wellbeing of all those who use the Club.
* Take a key role in suitably equipping the after school club in order to provide a stimulating environment for the children and implement policies and procedures within the after school club.
* Ensure that high standards are maintained with regards to how the club runs and showing how the resources (staff, premises, equipment) are used to ensure the needs of the children are met.
* Ensure confidentiality is adhered to at all times.
* To deal with any immediate problems or emergencies arising according to the school’s policies and procedures.
* To report back to the appropriate member of staff using the school’s agreed referral procedures on the behaviour of pupils during the after school club, or any other issues that may be relevant.
* To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
* To attend relevant training and meetings as required.
* To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* To ensure that adequate standards of safety and hygiene are maintained throughout the after school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents.
* To ensure that all staff work within the policies and guidance and procedures of the school’s policies.
* To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Kingsdown and Ringwould School’s safeguarding policy.
* To carry out any other duties, which will be seen to enhance the work of the After School Club.

Person Specification

**PERSON SPECIFICATION - AFTER SCHOOL CLUB SUPERVISOR**

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| **You will need to be:**  You will need to be someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff. | | |
| **Qualification and other required skills** | **Essential** | **Desirable** |
| NVQ level 3 in Child Care/Playwork or equivalent |  | X |
| Excellent communication skills | X |  |
| Recent experience of working with children age 7-11 | X |  |
| Good organisational skills | X |  |
| Good knowledge and understanding of equal opportunities and special educational needs | x |  |
| Relevant supervisory/management experience | X |  |
| First Aid qualification |  | X |
| Food Hygiene Qualification |  | X |