



Job Description Out of School Club Supervisor - Kent Range 5

Post Holder:		
<i>The description of the duties, responsibilities and accountabilities for the post of Out of School Club Supervisor at Holy Trinity & St John's CEP School have been set out in this job description.</i>		
Responsibility Areas	Out of school club supervisor	
Accountabilities	A	Generic duties relevant to all members of staff
	B	Undertaking responsibilities as an out of school club supervisor
Accountable to	School Business Manager Headteacher	
Main Duties	See attached information for detailed duties and responsibilities	
Signed		Date:
Signed		<i>Headteacher</i>

A - General duties relevant to all members of staff

To promote the mission, vision and aims of Holy Trinity & St John's CEP School to ensure that each child achieves their full potential

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school 'Code of Conduct for Staff' and contribute positively to your own appraisal, and line management. Undertake specific tasks reasonably delegated by the Headteacher.

Use of ICT

ICT must be used creatively to inspire and motivate pupils where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems. All staff are expected to follow (and ensure pupils follow) the procedures as laid out in the schools ICT and safety policy.

Data Protection

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

Health and Safety

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

Holy Trinity & St John's CEP School is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.

All staff are to have due regard for safeguarding and promoting the welfare of children, young people and adults and are to follow the safeguarding procedures adopted by Holy Trinity & St John's CEP School. Any safeguarding issues must be acted upon immediately by informing a Designated Safeguarding Lead (DSL).



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B: Undertaking responsibilities as an Out of School Club Supervisor

1. PURPOSE OF JOB

- To be responsible for the development and daily management of the Out of School Club providing a safe, caring and stimulating environment for children.
- To build links and work in partnership with parents, carers and professionals to promote the well being of the children.
- To develop, implement and review the policies, procedures and practices within the Out of School Club.

DIMENSIONS

- Subordinates: Out of School Club staff
- Budget: No direct budget responsibility.

PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the Out of School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Develop activities to ensure the National Standards and out of school play values are met at all times and take a key role in suitably equipping the Out of School Club in order to provide a stimulating environment for the children.
- Maintain the Out of School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the well being of the children and staff and be responsible for all Health and Safety matters to ensure the well being of all those who use and work in the club.
- Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the Out of School Club ensuring compliance with legislation and KCC framework.
- Develop, monitor and implement an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Participate in the recruitment and selection of Out of School Club staff in order that appropriate staff are appointed.
- Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and maintain accurate and confidential financial records ensuring that KCC's financial procedures are adhered to and expenditure and income are kept within budget.
- Provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Out of School Club, 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 Out of School Club's Equal Opportunities Policy is adhered to.
- Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that KCC guidelines for Child Protection are adhered to.



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NECESSARY EXPERIENCE

- Minimum of NVQ Level 3 qualification or equivalent in Playwork development.
- Paediatric First Aid Certificate or willingness to obtain.
- Supervisory or management experience in a childcare setting.
- Understanding of KCC's financial policies and procedures together with experience of budget monitoring and control.
- Experience and understanding of multi-agency and partnership working.
- Experience of basic technology (computer, video, photocopier)
- Knowledge and experience of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

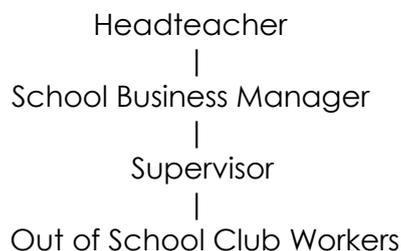
SCOPE FOR IMPACT

- The Out of School Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way.
- The safe and stimulating play environment of the Out of School Club depends on the management skills of the Out of School Club Supervisor who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and KCC's framework.
- The Supervisor will work in partnership with the school and liaise with external agencies and professionals as required to ensure high standards are maintained in the club and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

JOB CONTEXT

- The Out of School Club Supervisor will be expected to direct and supervise the Out of School Club staff.
- The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- The post holder must have an extensive awareness of the Out of School Play Values and National Standards for Out of School Care. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

7. ORGANISATION (not Line Management responsibilities)



CHANGE STATEMENT

As a result of the Government's initiative "School Workforce Reform" and the National Agreement "Raising Standards – Tackling Workloads" new ways of employing support staff in schools are being sought. The National Workload agreement suggests that schools should deploy more staff in extended roles and the role of the Out of School Club Supervisor is one of these.

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary or be amended from time to time without changing the level of responsibility associated with this post.