

## JOB DESCRIPTION

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| JOB TITLE:      | Extended School Supervisor              |
| RESPONSIBLE TO: | Line Manager – School Business Manager  |
| LOCATION:       | Meopham Community Academy               |
| SALARY GRADE:   | KR5                                     |
| HOURS:          | 21.25 hours per week, 38 weeks per year |

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### PURPOSE OF THE POST:

To be responsible for the development and daily management of the Breakfast Club and After 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 wellbeing of the children.

To develop, implement and review the policies, procedures and practices within the Breakfast Club and After School Club.

### MAIN ROLES AND RESPONSIBILITIES

#### Key Duties and responsibilities

- Monitor the attendance numbers for pupils booked in to the Breakfast Club and After School Club each day and manage the appropriate level of supervision required for the numbers ensuring that cover is suitably in place.
- Undertake the daily supervision of Breakfast Club and After 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 and take a key role in suitably equipping the Breakfast Club and After School Club in order to provide a stimulating environment for the children.
- Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and be responsible for all health and safety

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|         | <p>matters to ensure the wellbeing of all those who use and work in the club.</p> <ul style="list-style-type: none"> <li>• Develop activities and take a key role in suitably equipping the Breakfast Club and After School Club in order to provide a stimulating environment for the children.</li> <li>• 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.</li> <li>• 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 TPAT's financial procedures are adhered to and expenditure and income are kept within budget.</li> <li>• Provide healthy meals / snacks in order to promote healthy eating and ensure that children, whilst in the After 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 After School Club's Equal Opportunities Policy is adhered to.</li> </ul> |
| General | <ul style="list-style-type: none"> <li>• Be aware of and comply with all policies and procedures relating to child protection, health &amp; safety, security and confidentiality, reporting all concerns to an appropriate person to ensure pupils' wellbeing.</li> <li>• Support the safeguarding and welfare of children and young people within the school.</li> <li>• Be aware of and support difference and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos / aims of the school and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans.</li> <li>• Participate in training and other learning activities and performance development as required. Share good practice with colleagues, receive support from others in areas of development.</li> <li>• To fulfil any other duties as required by the Head Teacher with the agreement of the post holder.</li> </ul>  |



Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job description will be reviewed from time to time to reflect the changes needs and circumstances of the school. Such reviews and any consequential changes will be carried out in consultation with the post holder.

*The Golden Thread Alliance is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The duties above are neither exclusive, nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.*

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_

PERSON SPECIFICATION

| CRITERIA                    | QUALITIES   |
|-----------------------------|---|
| Qualifications and training | <ul style="list-style-type: none"> <li>• Pediatric First Aid Certificate or willingness to obtain.</li> <li>• Relevant Childcare qualification or to demonstrate similar experience.</li> <li>• Health and Safety Training desirable, but not required.</li> </ul>  |
| Experience                  | <ul style="list-style-type: none"> <li>• Ability to manage and maintain adequate written records.</li> <li>• Previous experience of working with children.</li> <li>• Previous supervisory experience would be an advantage.</li> <li>• Experience of basic technology and IT skills.</li> <li>• Some relevant experience working with food and / or in a kitchen environment</li> </ul>                              |
| Skills and ability          | <ul style="list-style-type: none"> <li>• Ability to communicate with pupils e.g. to encourage healthy meal selection,</li> <li>• oversee play activities.</li> <li>• Ability to recognise and deal with emergency situations.</li> <li>• May require knowledge to enable the post holder to be responsible for the safe use of equipment.</li> </ul>  |
| Knowledge                   | <ul style="list-style-type: none"> <li>• Knowledge of a range of procedures for preparing, cooking and serving food</li> <li>• and relevant hygiene requirements.</li> <li>• Knowledge of the use of wide range of kitchen equipment.</li> <li>• Knowledge and experience of policies and procedures relating to child protection, health &amp; safety, security, equal opportunities and confidentiality.</li> </ul> |

Postholder's signature: \_\_\_\_\_

Postholder's name: \_\_\_\_\_

Date: \_\_\_\_\_