**ST NICHOLAS-AT-WADE C.E. PRIMARY SCHOOL**

**Job Description – Afterschool Club Supervisor**

Hours 15 hours per week, during term time.

**General Duties**

This role is busy and varied. You will be working with a range of age groups across the school. The primary aim is to provide a welcoming environment with a timetable of activities for the children to engage with.

The children will have a full day at school so ensuring that ‘down time’ is also factored into the afternoon is essential.

**Role:**

* Warmly welcoming the children and taking a register. Ensuring that all children are marked out after being picked up by the agreed adult collecting
* Passing the register to the office at the end of each day
* Creating and coordinating a timetable of activities across the week
* Setting up the resources needed, ensuring that children take responsibility of tidying away after themselves and take care of the equipment
* Joining in with the children’s activities when needed
* Provide a light supper e.g. soup and bread, sandwiches, beans on toast etc.
* Be aware of allergies and dietary requirements of children
* Attend to the children’s emotional needs, seeking leadership if needed
* Follow the school’s behaviour policy, seeking leadership if needed
* Communicate with parents and carers at collection
* Work with the wider school team and leadership to promote the best possible provision for our children
* Complete a first aid course (School will arrange this)
* Follow our values of Courage, Resilience, Honesty, Kindness and Being the Best you Can Be