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**Job Description**

Title of Post: After School Club Supervisor

Salary Scale: Band 5 (fte £24040)

Hours: 7:15am - 9:00am, 3.00pm to 6.15 pm, 5 days per week

**Purpose of Job:**

To be responsible for the development and daily supervision of the afte school club providing a safe, caring and stimulating environment for children.  
To work in partnership with parents and carers, and to promote the wellbeing of the children.  
To promote and reinforce the policies, procedures and practices within the after school club in line with the agreed principles of the after school club ethos.

To maintain the safety, welfare and good conduct of the pupils during after school club.

**Duties**

· Undertake the daily supervision of the afterschool club and staff, 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 and the child’s SEN requirements, ensuring that the school's Equal Opportunities Policy is adhered to.

· Maintain the afterschool 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 afterschool club to ensure the safety and wellbeing of all those who use and work in the Club.

· To supervise the safe escorting of children to ensure their wellbeing at all times.

· Take a key role in suitably equipping the afterschool club in order to provide a stimulating environment.

· 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.

· Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club. Maintain up to date records of resources. Ensure accurate financial records are adhered to and income and expenditure is kept within budget.

· 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 afterschool club, or any other issues that may be relevant.

· To be aware of children’s food allergies and dietary requirements and to be responsible for ordering food and its preparation

· To hold a current food level qualification (preferably level 2 – training can be given)

· To be a First Aider and a Designated Safeguarding Lead (training can be given)

· To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.

· The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

General

· To attend relevant training and meetings as required.

· To respect confidentiality at all times.

· To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

· 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

· Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy

· The duties above are neither exclusive nor exhaustive and the postholder may be required by the Line Manager to carry out appropriate duties within the context of the job, skills and grade.

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above.