

# Viking Academy Trust



## Job Description

**Position:** AFTER SCHOOL CLUB COVER SUPERVISOR

**Name of Member of Staff:**

**Member of Staff:**

**Date:**

**Executive Headteacher:**

*M. J. Minn*

**Date:** 26/08/2025

# Viking Academy Trust

## JOB DESCRIPTION: After-School Club Cover Supervisor

**“Empowering children through education: One Childhood One Chance”**

### **PREAMBLE**

**All staff and members of governance** make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

**All staff and members of governance** act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

<b>Viking Academy Trust Base School:</b>	<b>Upton Junior School</b>
<b>Job Title:</b>	<b>After School Club Supervisor</b>
<b>Line Manager:</b>	<b>Extended Day Manager</b>
<b>Pay Grade:</b>	<b>Kent Scheme C</b>

### **PURPOSE OF JOB**

To work under the supervision of the After School Manager and Head of School, providing a safe, caring and stimulating environment for children.

To be the daily contact for parents and After School Club Assistants on all issues relating to the After School Club.

To build links and work in partnership with staff, parents, carers and professionals to promote the well-being of the children.

To support with cover issues as and when they arise during After School Club.

Liaising with the Central Administration Manager in terms of requirements for the Trust's After School Clubs.

### **PRINCIPAL ACCOUNTABILITIES**

- Lead / coordinate the After School Club Assistants in the daily operation of the After School Club and supervise the safe escorting of children to ensure their wellbeing at all times.
- Lead the registration process of After School Club children, in line with Trust Safeguarding policies and procedures.
- Ensure that high standards are maintained in the running of the club, including how the resources (staff, premises, equipment) are used.
- 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 well-being of the children

and staff and be responsible for all Health and Safety matters to ensure the well-being of those who use and work in the club.

- Ensure that the children, whilst in the After School Club, have access to appropriate and stimulating play activities to support their varying needs and take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children.
- Ensure healthy meals/snacks are provided to promote healthy eating to support their physical, emotional, social and intellectual development.
- Support the CAM in ensuring that records, including the children, families, staffing, registers, health and safety, sickness etc. are maintained, ensuring confidentiality of information and ensuring that the information is stored effectively and is easily retrieved.
- Act as a First Aider.

### **SCOPE FOR IMPACT**

This post has a direct impact on the wellbeing and development of children attending the club.

The post holder will need to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures.

The post holder 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.

The post holder will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

### **JOB CONTEXT**

The post holder must understand the After School Play Values and National Standards for After 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.

### **OTHER RESPONSIBILITIES**

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times\*

Any other task – as requested by the Head of School and Central Administration Manager and which shall be deemed to fall within the general boundaries of the post\*\*

## PERFORMANCE APPRAISAL

To attend regular staff meetings with the Central Administration Manager and to participate in the school's annual performance review procedure.

*\*NB Under no circumstances should a staff member discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

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