

Job Description and Personal specification for After School Club Supervisor

Title:	After School Club Supervisor
Accountability:	The post-holder will be report to the School Office manager and Headteacher.
Responsibility:	The supervisor will be responsible for the safe welfare and supervision of all children attending the After School Club
Location:	Stowting Church of England Primary School, Stowting Hill, Near Ashford TN26 6BE
Hours: 10 Hours PW	3.20pm to 5.20pm Monday to Friday, term time only

Purpose of the job:

To lead and be responsible for the day-to-day organisation of the After School Club provision at Stowting CEP School, providing high standards of care and play opportunities for children between the ages of 4 to 11 years old, in a safe and secure environment.

Main Duties and Responsibilities:

- To lead the day-to-day management and organisation of the After School Club
- To organise and provide a differing set of fun and engaging, well supervised activities for the children attending the After School Club to ensure and provide care, play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children, so that they enjoy being in After School Club.
- To understand the need for confidentiality and to have the ability to handle matters of a sensitive nature with discretion and empathy
- To communicate information regarding the child's day that may have been conveyed to you. If parents require further information, liaise with the staff member so that they can follow up this trail of communication the next day.

After School Club Administration

- Maintain all records relating to the organisation of the group ensuring confidentiality and data protection for the children, their families and members of staff.
- To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance and any other

appropriate records as required.

- To follow Stowting Church of England School's Safeguarding training and policy, annually reading all relevant sections of the Keeping Children Safe in Education document (KCSIE) so as to have due regard of effective safeguarding procedures that promote the welfare of our children and young people.
- To undertake First Aid training so as to attend to any accidents, trips or falls and to report these incidences in good detail using the correct format.
- To Develop professional working relationships with the Staff, children, parents and all other relevant professionals and authorities including Ofsted
- Monitor and evaluate the quality of the After School Club provision and resources.
- To ensure that adequate standards of safety and hygiene are maintained throughout the after-school club, following any appropriate risk assessments.
- To record and report hazards and accidents in a timely manner, reporting all important incidences to the Office manager and or Headteacher.

PERSON SPECIFICATION - AFTER SCHOOL CLUB SUPERVISOR

You will need to be:

Someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of children.

Qualification and other required skills	Essential	Desirable
Have experience of working with primary school aged children or have a desire to gain experience of working with children so as to begin a career working within the Education Sector	Yes	
Excellent communication skills	Yes	
The ability to maintain confidentiality	Yes	
To be practical and creative and bring a sense of fun with the children	Yes	

Excellent Team Player	Yes	
Good organisational skills	Yes	
Good behaviour management skills		Yes
Good knowledge and understanding of equal opportunities and special educational needs		Yes
First Aid qualification		Yes