

Job Description and Personal specification for After School Club Supervisor

| | |
|-----------------|---|
| Title: | After School Club Supervisor |
| Accountability: | The post-holder will be report to the Headteacher. |
| Responsibility: | The supervisor will be responsible for the safe welfare and supervision of all children attending the After School Club |
| Location: | St Eanswythe's Church of England Primary School, Church Street, Folkestone, Kent CT201SE |
| Hours: | 12.5 Hours PW 3pm to 5.30pm 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 St Eanswythe's 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 St Eanswythe's 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 Senior Leadership Team.

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 |

