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| **JOB DESCRIPTION** |
| **TITLE:** Extended Services Supervisor**HOURS:** Monday to Friday. Term time only. | **GRADE:** Kent Range 4**REPORTS TO:** Assistant Head Teacher |
| MAIN PURPOSE OF THE JOBTo manage and oversee the running of the extended services at Jubilee Primary School and to lead the lunchtime support activities, ensuring the safety and well-being of all children within the school. To develop quality play and activity opportunities, ensuring all children’s engagement, specific to their individual needs. |
| **KEY RESPONSIBILITIES**:* To lead and manage the team of staff working in the extended services and lunch cover.
* To lead and develop quality play and activity opportunities ensuring the engagement of all children specific to their individual needs.
* To ensure the safety and well-being of all the children at all times.
* Enforce and implement all school policies and procedures, the implementation of play work principles and general childcare requirements.
* To take responsibility for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.

**MAIN DUTIES*** Provide a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met.
* Liaise with the school’s Designated Safeguarding Lead as appropriate.
* Support children to develop independence in all aspects of the clubs and during lunch times.
* Ensure that adequate standards of safety and hygiene are maintained throughout the After School Club, including the completion of appropriate risk assessments and the recording and reporting of hazards and accidents.
* Liaise with the school office staff to administer bookings and payments for the extended services.
* Purchase and monitor food supplies.
* Encourage children to self-select during snack/tea time and ensure water is accessible at all times for all ages.
* Take responsibility with other staff members for following the extended services registration and departure procedures.
* Assist the setting out and clearing up of equipment.
* Produce and maintain an inventory of equipment and resources in line with children’s needs and requirements.
* Build effective relationships with parents, carers and teachers.
* Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation.
* Show a strong commitment to training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice, for personal development and for all members of the team.
* Organise, lead and attend meetings which relate to the management, administration or organisation of the extended services, including open days or evenings as required.
* Participate in the school’s appraisal system of own performance.
* Complete the school’s appraisal system for all staff working within the extended services team.
* Attend training days and meetings as relevant to the role.
* Undertake any other duties as may be reasonably required by the Headteacher and SLT.
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