**‘Growing Together and Branching Out’**



**Lympne Church of England Primary School Job Description: KR 3**

Name:

 After School Club Supervisor

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| **JOB PURPOSE** |
| * To be responsible for the development and daily management of the Extended School Club.
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| **Designation of post within management structure** |
| Supervisor line managed by the Headteacher. |

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| **Main Roles and Responsibilities** |
| * To plan and develop the daily activities at the After School Club to ensure children’s needs are met and that the National Standards, agreed Minimum Standard and out of school play values are met at all times
* To engage with, and manage, a wide range of children in a variety of activities.
* To supervise children effectively to ensure their wellbeing at all times.
* To effectively manage the behaviour of all children in the clubs.
* To ensure that children, whilst in the club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds to ensure that the school’s Equal Opportunities policy to is adhered to.
* To take a key role in suitably equipping the club in order to provide a stimulating environment for the children.
* To work with other staff to provide healthy meals/snacks in order to promote healthy eating.
* To ensure the club is maintained to an agreed standard of cleanliness and hygiene, before, during and at the end of each session.
* To deal with minor first aid instances.

**Leadership and Management*** To monitor and evaluate the number of places being used on a monthly basis in order to maintain sustainability and the efficient running of the club.
* To maintain accurate and confidential financial records to ensure that KCC’s financial procedures are adhered to and expenditure and income are kept within budget.
* To prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained.
* To implement policies and procedures within the club ensuring compliance with legislation and KCC framework as well as wider whole school policy.
* To develop, monitor and implement an Operational Plan, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met.

**Wider School Responsibilities*** To follow school policy and procedure in all matters of reporting issues relating to Behaviour and Safeguarding.
* To complete school Incident forms and/or Green CP Forms where necessary.
* To effectively communicate with parents regarding children’s well-being and ensure parents are well informed of events.
* 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.
* To take part in Lympne School’s annual appraisal cycle.
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Signed…………………………………………………

Dated………………………………………………….

Headteacher:……………………………………………