**Job Description – After School Club Supervisor**

**Reports to:** After School Club Manager

**Grade:** KR4

**Job purpose:**

* To work under the direction of the After School Club (ASC) Manager to provide safe, high quality play for children.
* To assist the Manager in organising a daily routine that meet the emotional, social, physical and intellectual needs of the children
* To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

**Duties and Responsibilities**

Contribute to the planning of the daily activities to ensure children’s needs are met whilst ensuring the National Standards and out of school play values, as defined by the Manager, are met at all times and when required, supervise the safe escorting of children to ensure their wellbeing at all times.

Work with other staff to maintain the ASC 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 advise the ASC Manager of any concerns e.g. regarding children, parents or the safety of equipment, preserving confidentiality as necessary, to ensure the safety of the children whilst working within KCC Guidelines for Child Protection to ensure the wellbeing of the children.

Support the Manager in ensuring that children, whilst in the ASC, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds in accordance with the Club’s Equal Opportunities policy.

Support the ASC Manager in ensuring that records, including the children’s, families, staffing, registers, health and safety, sickness etc are confidentially maintained in order to ensure effective storage and retrieval of information.

This post has a direct impact on the wellbeing and development of children attending the club. The post holder is required to be aware of relevant and new legislation, procedures and requirements to ensure that the club is operating within the agreed procedures.

The post holder will need to work in partnership with the school, external agencies and professionals as required ensuring high standards are maintained in the club and they will need to attend staff meetings and training sessions as required to ensure own personal and professional development.

The post holder will act as a role model and be able to effectively communicate with children, parents etc. in order to maintain appropriate standards of behaviour and provide feedback to parents, professionals etc.