

# Springhead Park

## PRIMARY SCHOOL



### Job Description

<b>Title:</b>	After School Club Supervisor
<b>Responsible to:</b>	Head Teacher, SLT
<b>Hours/Weeks:</b>	39 weeks per annum (term time), Full time, 20 hours per week Monday to Friday 3:00pm-7:00pm

### Main purpose of the job

To work under the instruction / guidance of the School's Leadership to supervise groups of children within our afterschool club provision.

### Key Duties

- Build excellent relationships with the children attending the afterschool club.
- Prepare, maintain and use resources required to meet learning intentions and specific needs.
- To help prepare food (pre-cooked) for children in the afterschool club.
- Use own initiative to prepare and lead games and activities that the children find engaging, and that support them (both academically and socially).

### Job activities to include

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in school activities.
- Supervise and assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, in line with school policies.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly and supportive environment so that children understand which resources are available and how to engage with them.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

Person Specification

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Good numeracy and literacy skills	NVQ 2 or above for Teaching Assistants or equivalent qualification / experience.  First aid training  Food Hygiene Certificate Level 2
<b>Experience</b>	Working with or caring for children of a relevant age	Worked with children in a similar setting previously
<b>Knowledge and Skills</b>	<p>Effective use of ICT and relevant technologies/</p> <p>Basic understanding of child development</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to follow own initiative in preparing activities</p>	<p>Understanding of relevant policies and practices.</p> <p>An understanding of the curriculum and other learning strategies.</p>