

After School Club Supervisor



Job Description

Introduction

The Stour Academy Trust puts the needs of children at the heart of our decision making – children come first.

Established in 2012, The Stour Academy Trust are a primary school sector only Trust, for children aged 4-11 years. The well-being of our pupils is our number one priority. Our foundations have been grown first before expansion. We will only expand when we have the capacity to do so.

Core Purpose:

The Trust's ultimate goal is to improve outcomes for children. Therefore, we develop highly skilled back-office teams, using the latest technology, to support the teaching and learning team so they are free to focus on the core task of teaching, to ensure the best outcomes for all children

Values:

We value children's well-being and their education above all else. We put the needs of children at the heart of our decision making – children come first.

What drives us?

We have a moral obligation to provide children with the highest standard of teaching and learning.

Leading with a strong vision and clear direction gives our Trust a tremendous opportunity to build on our strengths, become more distinctive and in an ever-changing environment, remain relevant and strong.

The Trust prides itself on the ability to build effective teams which go on to support collaborative approaches to working at all levels, encouraging openness and sharing of ideas. As a Trust we have established a supportive ethos across the MAT promoting a culture of common accountability among all employees. We are not afraid to move out of our comfort zone and our pro-active 'can-do' philosophy seeks out solutions to overcome barriers with a sense of urgency. The Trust staffing structure focuses on high standards throughout the establishment, ensuring succession planning at all levels of leadership and within our outstanding teams.



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Post: After School Club Supervisor

Reports to: Headteacher

Liaising with: Senior Leaders, Parents

Purpose:

To assist in the delivery of high quality childcare and play programmes for children of school age within the setting of the schools' After School Club.

Specific Responsibilities:

- Organise and deliver creative play opportunities appropriate to the needs of all the children and to individual children as necessary.
- To supervise, care for, integrate with and play with the children.
- To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good child care practice.
- To provide a safe and caring environment at all times.
- To work cooperatively with other team members/academy staff and show a flexible and enthusiastic approach to your position.
- To keep a register of children attending
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- Administering first aid as required to comply with the School First Aid policies and procedures
- Ensure all accidents are recorded appropriately in the accident book and that parents are informed.
- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To ensure that activities undertaken are delivered with due regard for the health and safety of children and in accordance with good child care practice.
- Be responsible for children during outdoor activities.
- Ensure a First Aid Box is taken outside during outdoor activities.
- Deal with any anti-social behaviour promptly and ensure that the Headteacher and appropriate parents are informed.
- Providing nutritious and healthy refreshments.
- Work within an agreed budget.

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- Encouraging parental involvement and support of the Club
- Attending meetings / training courses as appropriate
- Initiating contact, building relationships and liaising with parents, schools and other childcare and play related agencies as appropriate.
- To be aware of child protection issues and observes schools' procedures.
- Where appropriate, to take specific responsibility for identified children with specific needs.
- To develop and maintain good working relationships with colleagues including those within the team, the school staff, parents, children and external agencies as necessary.



The duties above are neither excusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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