

Staplehurst School

**Job Description:** After School Club Supervisor – KR5 Part time

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**Grade:** Kent Range 5

**Responsible to:** School Business Manager / Head Teacher

**Hours:**

13 hours per week for 38 weeks, term time only. Hours will be 3:00pm-5:30pm.

**Purpose of the Job**

- To be responsible for the development and daily management of the After School Club providing a safe, caring and stimulating environment for children
- To build links and work in partnership with parents, carers and professionals to promote the wellbeing of children
- To develop, implement and review the policies, procedures and practices within the After School Club

**Key duties and responsibilities**

1. Undertake the daily supervision of the After School Club, developing and maintaining high standards throughout to ensure the welfare of the children
2. Direct the safe escorting of children to ensure their wellbeing at all times
3. Take a key role in suitably equipping the After School Club in order to provide a stimulating environment for the children
4. Maintain the After School Club to an agreed standard of cleanliness and hygiene, before, during and at the end of each session, to ensure the wellbeing of the children and staff and be responsible for all Health and Safety matters to ensure the wellbeing of all those who use and work in the club
5. Prepare for OFSTED inspections and action any recommendations that may result from inspection in order that the highest standards are maintained. Implement policies and procedures within the After School Club ensuring compliance with legislation and KCC framework
6. Administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources
7. Provide healthy meals/snacks in order to promote healthy eating
8. Ensure that children, whilst in the After School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the After School Club's Equal Opportunities Policy is adhered to
9. Act as the Safeguarding Lead for the After School Club, ensuring the school's Designated Safeguarding Lead is informed of any issues which arise and take direct action where needed in line with school policies
10. Manage the work of any After school Club employees and ensure roles and responsibilities are clear and adhered to
11. To remain on site until all pupils are safely collected