

Viking Academy Trust



Job Description

Position: AFTER SCHOOL CLUB SUPERVISOR

Name of Member of Staff:

Member of Staff:

Date:

Executive Headteacher:

Date:

Viking Academy Trust

JOB DESCRIPTION: After-School Club Supervisor

“Empower children through education: One Childhood One Chance”

PREAMBLE

All staff and members of governance make the education of pupils at the Viking Academy Trust their first concern and are accountable for achieving the highest possible standards in work and conduct.

All staff and members of governance act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills up-to-date and are self critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

Viking Academy Trust Base School:	Chilton Primary School
Job Title:	After School Club Supervisor
Line Manager:	COO/CFO
Pay Grade:	Kent Range 5

PURPOSE OF 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 well-being of the children.

To develop, implement and review the policies, procedures and practices within the After-School Club.

DIMENSIONS

Subordinates: After-School Club staff

Budget: Will deal with collection of fees etc. but no direct budget responsibility.

PRINCIPAL ACCOUNTABILITIES

- Undertake the daily supervision of the After-School Club, developing and maintaining high standards throughout to ensure the welfare of the children and, when required, direct the safe escorting of children to ensure their wellbeing at all times.
- Develop activities to ensure the National Standards and out of school play values are met at all times and take a key role in suitably equipping the After-School Club in order to provide a stimulating environment for the children.



- 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 well-being of the children and staff and be responsible for all Health and Safety matters to ensure the well-being of all those who use and work in the club.
- 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. Participate in the recruitment and selection of After-School Club staff in order that appropriate staff are appointed.
- 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 and maintain accurate and confidential financial records ensuring that financial procedures are adhered to and expenditure and income are kept within budget.
- Provide healthy meals/snacks in order to promote healthy eating and 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.
- Act as the Child Protection Co-ordinator working with other professionals in the identification and monitoring of child abuse and the management of appropriate care programmes ensuring that guidelines for Child Protection are adhered to.

SCOPE FOR IMPACT

The After-School Club Supervisor has the responsibility of ensuring that the club runs smoothly and that all staff are directed in an organised and consistent way.

The safe and stimulating play environment of the After-School Club depends on the management skills of the After-School Club Supervisor who needs to be aware of relevant and new legislation, procedures and policies to ensure that the club is operating within the agreed procedures and is compliant with legislation and KCC's framework.

The Supervisor 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 and they will be expected to attend staff meetings and training sessions as required to ensure own personal and professional development.

JOB CONTEXT

The After-School Club Supervisor will be expected to direct and supervise the After-School Club staff.

The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.

The post holder must have an extensive awareness of the After-School Club Play Values and National Standards for After-School Care. An awareness of child protection issues and procedures is essential. The post holder must have effective communication skills to be able to

inform, persuade, inspire and motivate children and staff and provide feedback to other professionals and parents, students, trainees etc.

OTHER RESPONSIBILITIES

Above all you need to like children, to want the very best for them and be prepared to put their needs first. Children will be at the heart of your work. You must be able to demonstrate that you understand the importance of educating the whole child within a creative & innovative school setting.

To maintain the highest standards of confidentiality at all times*

Any other task - as requested by the Headteacher and Chief Finance Officer and which shall be deemed to fall within the general boundaries of the post**

PERFORMANCE APPRAISAL

To attend regular staff meetings with the COO/CFO and to participate in the school's annual performance review procedure.

**NB Under no circumstances should a staff member discuss or share any information about a pupil or other matters with any parent or third party without prior consent. All enquiries concerning pupils should be directed to the class teacher or Head of School.*

***This job description describes in general terms the normal duties that the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with this post or grade*