

KENT COUNTY COUNCIL

Mereworth CP School



JOB DESCRIPTION

Job title: After School Club Supervisor

Grade: Kent Range 3

Responsible to: Head Teacher / School Business Manager

Post Holder:

Date:

Hours per week paid 17.5 hrs
43 weeks 3 days

Club times 2:45-6:00pm (16hrs 15mins)
+ 1hr 15mins weekly for administration related activities linked to after school club.

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 wellbeing of the children.

To develop, implement and review the policies, procedures and practices within the After School Club alongside the Head Teacher/School Business Manager.

DIMENSIONS:

Subordinates: After School staff

Admin and parent payments: To communicate with parents regarding payments, fees and booking forms as needed.

To update After School Club documentation when needed and in conjunction with the Head Teacher.

Food/snacks: Give the school office your food order form so that this can be processed by The School Business Manager.

To communicate with teachers as appropriate and necessary re. Pupils attending the club.

This post comes with an additional 1 hour 15 minutes weekly paid time (outside of After School Club operating hours) for admin related tasks as outlined above.

No. of Children: up to 45 with appropriate staffing to match ratio of pupils to adults for each session.

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 implement a range of activities to ensure the National Standards and out of school play values are met at all times and, when required, supervise the safe escorting of children to ensure their wellbeing at all times.

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 in the After School Club to ensure the safety and wellbeing of all those who use and work in the club.

Take a key role in suitably equipping the After School Club with games and activities in order to provide a stimulating environment for the children. Implement policies and procedures within the After School Club ensuring compliance with legislation and KCC framework.

Ensure that high standards are maintained at the club showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met. Report to the Head Teacher / School Business Manager any matters related to ASC to support the efficient running of the club. Keep up to date records of payments/outstanding payments and inform the Head Teacher of any concerns regarding debts/non-payments.

Provide healthy 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 School's Equal Opportunities policy is adhered to.

NECESSARY EXPERIENCE:

Supervisory experience in a childcare setting with demonstrable understanding of playwork development.

First Aid or Paediatric First Aid Certificate or willingness to obtain.

Staff must have a current awareness of good hygiene standards and staff must complete 'Level 2 Food Safety & Hygiene' and 'Food Allergy awareness' qualification/certificates as and when required.

Experience and understanding of multi-agency and partnership working.

Experience of basic technology (computer, video, photocopier).

Knowledge and experience of school policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.

SCOPE FOR IMPACT:

The After School Club Supervisor is responsible for ensuring that the club runs smoothly and there is a safe and stimulating play environment for the children.

The After School Club Supervisor needs to be aware of relevant and new legislation, procedures and school policies to ensure that the club is operating within the agreed procedures.

The Supervisor will work in partnership with the school and liaise with the Head Teacher and School Business Manager as required to ensure high standards are maintained in the club and they will be expected to attend meetings with the Head Teacher / School Business Manager and training sessions as required to ensure own personal and professional development.

JOB CONTEXT:

The After School Club operates term time only within school opening hours and within the school premises. The Club has access to several areas of the school both inside and outside including: The Hall, ICT suite, DT room, Library, school playground and school field.

The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action. The After School Club Supervisor will consult the Head Teacher and School Business Manager if any problems arise. Senior Leaders are on site to support the After School Supervisor if any issues arise including safeguarding concerns.

The post holder must have an understanding of the School Values and 'live' out these values and promote these with the children. Staff need to be aware of the National Standards for Out of School Care. An awareness of child protection issues and school 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 parents, students, trainees etc.

Signed (Post Holder) Date

Signed (Head Teacher) Date