

Summary of Duties – After School Club Supervisor

Summary of Job:

Working alongside other After School Club staff to ensure the day to day running of the After School Club is safe, well managed and efficient. You will be responsible for leading pupils' activities during the Club session and supervising pupils whilst they are having their tea meal. Precise duties may vary according to identified needs in school.

Outline of Main Duties:

1. Put out and set up tables in time for the After School Club period to ensure there are sufficient settings for the number of pupils attending that day.
2. Ensure pupils attending the After School Club do so in a safe and orderly fashion and behave appropriately throughout the Club session in order to maintain safety and wellbeing of all pupils and staff.
3. Plan for, lead and supervise the pupils as necessary during their play / activity sessions to ensure their wellbeing, interests and caring for pupils' needs.
4. Support where necessary the preparing and serving of food items, including those for pupils who may have special dietary needs. Ensure all meals are safely prepared and food storage is undertaken as per requirements to ensure health & safety of pupils & staff; training for this to be undertaken and kept up to date.
5. Ensure pupils eating meals are seated in an orderly fashion to maintain safety and wellbeing of the pupils. Check that pupils are provided with food & drink and monitor that sufficient amounts of their meal has been eaten.
6. Assist the pupils, as necessary, during the session to ensure their wellbeing, including helping with spillages, cutting up food and caring for pupils' individual needs.
7. Ensure plates, etc., are cleared from tables in an appropriate manner to maintain a clean and tidy environment for all sittings and that these are then washed and stored appropriately.
8. Ensure once meals & activities are finished that the area is left in a clean and tidy manner to maintain a safe, clean and tidy environment. Tables and equipment are cleaned and stored appropriately.
9. Assist in dismissing pupils at the end of their session.
10. Operate a first aid service during the After School Club to deal with any accidents that occur safely and quickly.
11. Liaise with class teachers / other staff / parents regarding any issues that have arisen during the session.
12. Undertake record keeping & liaison with parents as required.