

## JOB DESCRIPTION

<b>Post Title:</b> Out of School Club Supervisor (Level 1)		<b>Director/Service/Sector :</b> Children's Services		<b>Office Use</b>		
<b>Band:</b> 2		<b>Workplace:</b>		JE ref: SG16 HRMS ref:		
<b>Responsible to:</b> Headteacher		<b>Date:</b> September 2020		<b>Manager Level:</b>		
<b>Job Purpose:</b> To work under the direct supervision of senior staff to promote a safe, nurturing and fun environment where children can be cared for after school.						
<b>Resources</b>		Staff	Not applicable			
		Finance	Not applicable			
		Physical	Not applicable			
		Clients	Not applicable			
<b>Duties:</b>						
<ol style="list-style-type: none"> <li>1. Undertake the daily supervision of the after school club under the guidance of senior staff.</li> <li>2. Ensure children have access to appropriate activities and resources to enthuse and engage.</li> <li>3. Encourage children to play and interact with one another.</li> <li>4. To actively promote inclusive practice to ensure acceptance of all children.</li> <li>5. Maintain the after school club to an agreed standard of cleanliness and hygiene.</li> <li>6. Supervise the safe escorting of children to ensure their well-being at all times - for example outside play.</li> <li>7. Prepare after school snacks following the safety guidelines.</li> <li>8. Communicate effectively with staff, parents and pupils.</li> <li>9. Deal with any immediate problems or emergencies arising according to the school's policies and procedures.</li> <li>10. Report back to the appropriate member of staff or parents using the school's agreed referral procedures on the behaviour of pupils during the after school club or any other issues that may be relevant.</li> <li>11. Promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.</li> <li>12. The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.</li> </ol>						
<b>Support for the School:</b>						
<ol style="list-style-type: none"> <li>1. Comply with all school policies relating to: <ul style="list-style-type: none"> <li>· Health and Safety</li> <li>· Equal Opportunities</li> <li>· Child Protection</li> <li>· Confidentiality and data protection.</li> </ul> </li> <li>2. Work in such a way that you promote the ethos and vision of the school.</li> <li>3. Participate in training and development and activities that contribute to the management of performance.</li> <li>4. To undertake other duties and responsibilities as required commensurate with the grade of the post.</li> </ol>						

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

**Work Arrangements**

Physical requirements:	Continuous standing and walking
Transport requirements:	None
Working patterns:	Monday to Friday, term time only (plus holiday club)
Working conditions:	Inside and outside

## PERSON SPECIFICATION

<b>Post Title:</b> After School Club Supervisor (Level 1)	<b>Director/Service/Sector:</b> Children's Services	<b>Ref:</b> SG16
<b>Essential</b>	<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>		
Food safety and health and safety practices Level 2 Childcare qualification	Hygiene certificate Level 3 Childcare qualification	(a), (i),
<b>Experience</b>		
Working with children	Working with children of varying needs	(a), (i)
<b>Skills and competencies</b>		
Ability to follow straight forward oral and written instructions and to keep basic work records Can relate well to both children and adults Can work as a member of a team		(a), (i), (r)
<b>Physical, mental and emotional demands</b>		
Ability to work all academic year round		(i)
<b>Motivation</b>		
A commitment to providing a quality service to customers		
<b>Other</b>		
Willingness to participate in training and personal development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits