
Job description: Extended Services Supervisor

Job details

Salary: Scale 2c point 4

Hours: 4 hours per week

Contract type: Permanent

Reporting to: Head Teacher

Main purpose

To support the day-to-day running of the extended services provision to ensure the safety and wellbeing of pupils in your care. This will involve working as part of a team, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Duties and responsibilities

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Offer guidance and support to children where needed and help them to share equipment
- Supervise pupils during activities and manage behaviour
- Help manage the club's stock of resources necessary to carry out planned activities

Health and safety

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feed back concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is served in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure all policies are followed

Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Safeguarding

- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
- Follow the schools approach for maintaining attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness

Other areas of responsibility

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• First aid training (or willingness to complete it)• Willingness to complete training as required ie DSL
Experience	<ul style="list-style-type: none">• Working with primary aged children• Working as part of a team• Planning activities to engage pupils and support development
Skills and knowledge	<ul style="list-style-type: none">• Ability to plan play-based activities to engage pupils and support development• Ability to respond quickly and effectively to issues that arise• Ability to use own initiative and take action accordingly• Effective communication with adults and children• Ability to follow the school's policies including behaviour and code of conduct• Ability to build effective working relationships with colleagues
Personal qualities	<ul style="list-style-type: none">• Commitment to supporting and understanding pupil needs• Commitment to upholding and promoting the ethos and values of the school• Commitment to maintaining appropriate confidentiality at all times• Commitment to safeguarding, equality, diversity and inclusion

Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact the Headteacher or School Business Manager

Last review date: 27th November 2025

Next review date: July 2026

Headteacher/line manager's signature:

Date:

Postholder's signature:

Date:

