



St Mary's Catholic Primary Academy
Reflecting the love and faith of Mary in all that we do.



**The Blessed
Peter Snow**
Catholic Academy Trust

Job Description

Post Title: After School Club Supervisor

Hours: 4hrs 15mins a week (3.30pm – 5.45pm Thursday and 3.30pm-5.30pm Friday) Term Time Only

Grade: NJC 3 5 – 6

Prime Objectives of the Post: To work as part of our after school club team, ensuring the play provision sessions are safe, stimulating group play, and provide for the needs of the children.

Responsible to: Out of School Club Leader & Headteacher

Main Duties and Responsibilities

This will involve:

- Supervising children, having particular regard to their safety, well-being and happiness
- Encouraging them to aim high, achieve, feel safe and grow.
- Work within the requirements of all school policies and procedures relevant to the care of children after school, and where relevant.
- Work with individuals and groups of children to support extra curriculum learning, i.e. homework - if they want to do this.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all children within the play provision.
- Carry out all responsibilities and activities within an equal opportunities framework.
- Ensure that relevant CPD takes place as necessary with regards safeguarding, food preparation, H&S, first aid etc.

Principal Responsibilities

Activities:

- Preparing and delivering play based activities appropriate for the range of children attending the club.
- Manage an appropriate learning environment and resources.
- Encourage inside and outside activities, ensuring children are safe and playing appropriately, encouraging team building, co-operation and self-esteem.
- Ensure the provision of a quiet area for homework, reading, etc.

Safety & Compliance:

- Report and record any concerns of a safeguarding nature to the DSL.
- Retain confidential information regarding parental and child circumstances.
- Use the school CPOMS system to record any incidents or concerns about children.
- Administer and record first aid treatment in line with school policy.

Food & Hygiene:

- Encourage children to try a reasonable range of healthy foods and monitor children on special diets.
- Ensure all ingredients in food items can be easily accessed by staff, by storing the wrapper of each food consumed in the relevant folder in case of a reaction.

- Daily health and safety checks on kitchen area (following 'Safer Food, Better Business' procedures) and completing paperwork after each check.
- Assist with hygiene routines (hand washing etc... following activities, where necessary) for the wellbeing of the children.
- Encourage good table manners and orderly behaviour.
- Tidy all resources away, ensuring all are in working order and safe to re-use.

Procedures:

- Update registers, take register at the start of each session and ensure all children are signed-out at the end of each session. Where a child has failed to attend a planned session, contact the parent directly or through the School Office to confirm absence, or failing that follow School Missing Child procedure.
- Liaise with teachers regarding children's days and parent messages.
- Contact parents where HoH opening hours have passed, failing that follow HoH uncollected child procedures.
- Ensure all doors are locked and direct all visitors to the school office to follow visitor procedure.
- Be committed to the safeguarding of children and willing to promote the welfare of children at all times.

Additional responsibilities:

- Any other duties as required and negotiated with the Headteacher which are deemed reasonable and in line with the general intentions and responsibilities of the role.
- Attend meetings as appropriate. (Additional Pay can be claimed if agreed by Headteacher in advance)

Skills:

- Ability to communicate and maintain friendly relationships with children, parents and staff.
- Ability to work on own initiative, and within a small team and to cope with a busy playgroup setting.
- Have the necessary skills to manage safely the classroom or external activities.