

Norwich School

After School Supervisor – Lower School



JOB DESCRIPTION

Job Title: After School Supervisor – Lower School

Reports to: Head of the Lower School

This post represents the opportunity for the successful candidate to be part of a thriving leading independent co-educational day school. The ideal candidate will have a background in working with primary aged children and have a passion for educating children. Hours of work are Monday to Friday, from 4pm to 6pm, during term time only.

Responsibilities:

- Be a member of the team of staff who provide after school care from 4-6pm
- Maintain a suitable enriching environment for pupils remaining after school
- Ensure pupils have had the opportunity to complete homework in a supportive environment
- Maintain an accurate register of pupils attending and ensure they are signed out correctly
- Communicate with parents' messages from Form Tutors
- Be aware of cultural differences between students
- Have due regard for safeguarding and promoting the welfare of pupils and young people, following the safeguarding procedures adopted by the school
- Supervise pupil activities and behaviour, ensuring their safety and wellbeing, providing emotional support where necessary
- Deal with any unacceptable or challenging behaviour under the direction of guidelines in operation at the school

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

Other:

- Participate in training and other learning activities as required; and in the Probation and Professional Development process.
- Undertaking other similar duties and activities that fall within the band and role; and any other duties as may be reasonably required by the Head of the Lower School.

Norwich School

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PERSON SPECIFICATION

	Essential	Desirable
Experience and Qualifications		
School based or child setting NVQ Level 2/3 or equivalent		X
Paediatric First Aid (training offered)		X
Current experience of working in a school		X
Basic skills and competencies		
Strong commitment to Safeguarding	X	
Command respect from pupils, parents and colleagues	X	
Excellent inter-personal and communication skills	X	
Passion for working with primary aged children	X	
Proven organisational and planning skills	X	
Confident with IT		X
Personal Qualities		
Enjoy working with children and being part of a team	X	
Support the aims and ethos of Norwich School	X	
Be capable of working unsupervised	X	
Enjoy using your own initiative	X	
Enjoy working as part of a team	X	
Be punctual	X	
Passion for learning	X	

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SALARY AND BENEFITS

Salary and Working Pattern:

The salary for this post is £5,063 per annum. The After School Supervisor – Lower School is expected to work term time only, approximately 10 hours per week, typically Monday to Friday between 4pm and 6pm. Flexibility in working hours and pattern is required to meet the changing needs of the school.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff member contributes a minimum of 4% of their salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan. To join, a part-time member of staff has to contribute an amount per annum, determined by their contracted hours. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.