



JOB DESCRIPTION

Post Title	After School Club Supervisor
Main Job Purpose	Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of students in your care. This will involve preparing engaging activities and making sure all students and staff follow relevant policies and procedures.
Grade	
Working hours	3pm to 5.15pm

Main Duties

Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support students' development
- Brief other extended provision staff so they're aware of how the activities will run
- Offer educational instruction where needed to help students to share equipment
- Supervise students during activities and help to resolve issues between students
- Monitor students that aren't engaging in play and feedback any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities

Health and safety

- Observe students 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
- Feedback concerns relating to students' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of students are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely

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 students, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific students with challenging behaviour
- Support students with their independence and self-esteem when carrying out activities

Working with others

- Oversee and support other extended provision staff, setting clear expectations for the requirements of their role
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- Work with external agencies as appropriate
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

Safeguarding

- Keep accurate records of students attending the extended provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for students until a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Supervision and Management

Direct and supervise support staff assigned to them

Creativity and Innovation

The jobholder works within school procedures, policies and approved methods but sometimes must interpret these to deal with a problem. Some innovation is required.

Decision Making

The jobholder is expected to follow school procedures to resolve routine problems encountered in the job but to seek assistance, or approval to their recommendations, for anything more unusual.

Key Contacts and Relationships

The jobholder will communicate regularly with all students, staff, parents and external organisations.

Resources

The jobholder is expected to use school resources appropriately and with care but is not personally accountable for their overall security.

Working Environment

The jobholder is not based in an environment where there are health and safety hazards.

Person Specification

Experience

- Working with children or young people
- Planning activities to engage pupils and support development.

Qualifications

- First aid training (or willingness to complete it)
- Educated to GCSE level, including grade 4 (C) or above in English & Maths

Knowledge & Skills

- 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 deliver instructions to junior team members
- Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies
- Ability to build effective working relationships with colleagues

Personal Qualities

- Commitment to supporting and understanding student 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

Additional Information

This job description may be amended in consultation with the postholder to reflect the evolving needs of the Trust and its schools.

