

Alder Grove CofE Primary School After School Club Deputy Supervisor JOB DESCRIPTION

Salary: Grade 3, SCP 5, £25,583 FTE

Hours: Monday to Friday, 3.00pm to 6.00pm

Contract type: Permanent, Term Time.

Reporting to: Operations Manager

Context of Role:

- To support the After School Club Supervisor in the day-to-day running of the club, helping to provide a caring, safe, inclusive and stimulating environment for all children.
- To deputise for the After School Club Supervisor when required, ensuring that routines, registers, safeguarding procedures, behaviour expectations and health and safety requirements are followed consistently.
- To help lead and support the club team so that children experience high-quality supervision, positive relationships and engaging play opportunities across EYFS, KS1 and KS2.
- To promote the physical, emotional, social and intellectual wellbeing of children attending the setting, responding appropriately to individual needs and ensuring all children feel valued and secure.
- To work within the school's policies and procedures, including safeguarding, confidentiality, first aid, food hygiene, behaviour and health and safety, contributing to the smooth and effective running of the provision.

Deputy Supervisor:

The main responsibilities for this post are:

- Support the After School Club Supervisor in the effective day-to-day running of the club, ensuring children are safe, well supervised and engaged in appropriate activities.
- Deputise for the After School Club Supervisor when required, including leading the session, allocating tasks to staff and ensuring routines are followed consistently.
- Prepare for and deliver high-quality play opportunities within a safe, caring and inclusive environment for EYFS, KS1 and KS2 children.
- Supervise pupils during play, snack time and transitions, promoting positive behaviour, respectful relationships and the school's expectations at all times.
- Maintain accurate registers and records, ensuring children are signed in and collected safely in line with school procedures.
- Support the preparation and serving of refreshments, ensuring food hygiene, allergy awareness and health and safety standards are met.
- Set up and clear away activities, toys, tables, chairs, resources and equipment, ensuring the club environment is clean, tidy and safe.
- Respond appropriately to safeguarding concerns, following the school's safeguarding and child protection procedures at all times.
- Build and maintain positive relationships with children, parents/carers and colleagues,

communicating professionally and respectfully.

- Support and guide other club staff where appropriate, helping to ensure a consistent, calm and well-organised provision.
- Read, understand and adhere to all relevant school policies and procedures, including safeguarding, confidentiality, behaviour, first aid, food hygiene and health and safety.
- Undertake relevant training, including safeguarding and first aid, and attend staff training or after school club meetings where required.
- Carry out any other duties that reasonably fall within the scope of the post, following consultation with the post holder.

Impact on Wider School:

- To promote and support the principle that all staff are leaders of learning.
- To have high expectations of all pupils.
- To think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- To liaise with staff to ensure smooth transition from one phase to another.

Other Professional Requirements:

- To operate at all times within the stated policies and practices of the school.
- To establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- To contribute positively and effectively to keeping children safe in education by following the school's safeguarding procedures and policy.
- To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- To take responsibility for own professional development and duties in relation to school policies and practices.