



Job Title: Before and After School Supervisor

Responsible to: Headteacher

Introduction

To work under the direction and guidance of senior staff and within an agreed system of supervision, to implement agreed club activity programmes with individuals/groups. This will involve assisting in the management/preparation of resources. The primary focus will be to maintain good order and to keep pupils safe and secure in a club environment.

Key Duties and Responsibilities

Support

- Work to maintain an appropriate before/after school club environment
- Work with senior staff, evaluating and adjusting plans as appropriate
- Monitor and evaluate pupils' responses to activities through observation and recording of achievement
- Provide feedback as required on club provision to senior staff on progress and other matters.
- Be responsible for keeping and updating routine records as agreed, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with senior staff within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general and routine clerical/administration support e.g. administer coursework, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed activities programmes, making appropriate adjustments according to pupil responses/needs.

- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare and maintain general equipment and resources in line with agreed plans and strategies.

Support for Pupils

- Use specialist skills/training/experience to support pupils.
- Establish productive working relationships with pupils, acting as a role model and setting high expectations.
- Promote good behaviours in the learning environment by delivering agreed strategies and interventions.
- Promote the inclusion and acceptance of all pupils.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self reliance.

Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school.
- To act as a qualified person for the administration of First Aid within the Academy
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

General (all posts)

Safeguarding

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated. These will include:-

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

- Emotional resilience in working with challenging behaviours and
- Attitudes to use of authority and maintaining discipline.
- This post requires the post holder to undertake an Enhanced DBS check.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time in accordance within the general scope of the post.

In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries, adopt and promote "Don't Walk On By" policy and comply with all safeguarding requirements with children and young people;
- Emotional resilience in working with challenging behaviours;
- Attitudes to use of authority and maintaining discipline.

Person Specification

Essential Criteria	Desirable	Measured by
<p>Qualifications and Training</p> <ul style="list-style-type: none"> NVQ3 for Teaching Assistants or equivalent qualification/ experience. Qualified First Aid 	<ul style="list-style-type: none"> Appropriate knowledge of first aid/training as appropriate. 	AF
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> Working with or caring for children of relevant age. Working Knowledge of national/ foundation stage curriculum and other basic learning programmes/ strategies. Understanding of principles of child development and learning processes. 	<ul style="list-style-type: none"> Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation. 	AF/I
<p>Skills and Abilities</p> <ul style="list-style-type: none"> Very good numeracy/literacy skills Can use ICT effectively to support learning. Use of other equipment technology: video, photocopier. 	<ul style="list-style-type: none"> Ability to self-evaluate learning needs and actively seek learning opportunities. 	AF/I
<p>Personal Characteristics</p> <ul style="list-style-type: none"> Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Post holders will be required to demonstrate the behaviours and attributes that support the school's core values 		I

AF - Application form I – Interview