

Extended Services Supervisor

(known locally as Afterschool club Play lead)

Job Description

Hours: 13 hours per week.

Weeks: 38 weeks per annum.

Annual Leave: Taken outside of term time and paid pro-rata throughout the year.

No annual leave to be taken during term time.

Benefits: Local Government Pension Scheme.

Location: Based at St Matthew's Church of England Primary and Nursery Academy. 1 Peregrine Road, Derriford, Plymouth. PL6 5FN

Hours of Duty: Decided in agreement with the line manager and confirmed annually (minimum). Some occasional additional work may be required to meet the training demands of the role. This may already be included within your annual contracted hours or may be paid as additional hours, subject to prior approval.

The After-School Club runs from 3.30pm to 6.00pm Mon-Thurs, & 3pm to 6pm on Fridays.

Line Management

1. Direct Line Manager: Headteacher
2. Day to day: School Operations Lead
3. Direct to the Designated Safeguarding Lead for all matters concerning Child Protection

This post has no line management responsibilities.

Key Purpose and Level of the Role

- To supervise extended services staff, under the direction and guidance of the manager, assisting all staff to provide a caring and secure environment in the extended services
- Be responsible for the day to day management of the extended service and develop, (in conjunction with the manager if applicable) and organize appropriate ranges of leisure activities for the pupils
- To supervise pupils and foster good working relationships with them, their families and staff

Where reference is given to 'pupils', this may include those with special/additional needs. The role promotes the inclusion and acceptance of all pupils, ensuring all have equal opportunities.

Key Roles and Responsibilities

Environment

- To be responsible for creating a safe, welcoming and inclusive environment for all children
- Encourage good table manners and eating habits among pupils, encouraging healthy eating in their choice of meals/snacks
- To be reliable and punctual, maintaining staffing ratios at all times
- To be professional and a good role model to the pupils and other staff members, at all times
- To work flexibly as part of the larger team, assisting and supporting colleagues wherever required, in order to ensure the smooth running of the extended service
- Deal with accidents or spillages (including body fluids) ensuring these do not cause a safety hazard to others
- Ensure the facilities are left clean and tidy
- To conduct risk assessments where necessary, to control or eliminate risk

Activities

- To provide safe, creative and appropriate play opportunities including organising the activity programme, preparing activities and setting out resources

- Play with pupils as well as help them with positive play, encouraging cooperation and creativity, modelling and initiating where required
- To consult with the pupils and involve them in the planning of activities, ensuring they are enjoyable and meet the needs of all age ranges present
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child

Pupil Wellbeing

- To share responsibility for the welfare of all children at the extended service, following systems to ensure consistent, high-quality care
- To be vigilant and protect children from harm or abuse, reporting any safeguarding concerns immediately in line with academy procedures and systems
- To communicate effectively, sharing information, participating in meetings, inductions and 1-2-1s
- *Be responsible for* special/restricted dietary needs
- *Be responsible for* the general welfare/hygiene of pupils, including the supervision of toileting, washing hands and assisting pupils who soil/dirty their clothes.
- Implement and support the school's behaviour policies, ensure pupils comply with the school's behaviour policies, and report serious misdemeanours to senior staff
- Assist pupils with resolving conflict
- Maintain confidentiality in relation to all pupil information received and report problems/issues and significant matters with regard to pupil's play and behaviour to a relevant teacher or senior member of staff immediately

General

- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment
- Adhere to the Health & Safety policy, including administering First Aid is appropriate, or seeking assistance from a nominated first aider
- *To be responsible for the* administrative duties such as taking registers and maintaining records
- *To ensure resources, including food and drink are ordered and available on time*

General Support

- Be aware of and comply with policies and procedures of St Christopher's C of E (Primary) Multi Academy Trust and those of the academy, especially those relating to child protection, health & safety, confidentiality and data protection, reporting all concerns to an appropriate person
- Uphold and contribute to the overall ethos/work/aims of the school
- Attend relevant meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required

General Notes

This job description provides an outline of the range of duties that can be expected of a post holder of this level and is not a comprehensive or exhaustive list. Duties may vary according to the needs of the academy and pupils at the time.

Although the post is based in the academy stated above, there may be occasions when you are asked to attend events at other locations throughout the Trust, subject to notification and acceptance by the post holder.