

Playclub Supervisor Job Description

Reports to: Phase Leader

Grade: 4

Hours of Work: 3pm-6pm, Monday to Friday

Job purpose

To supervise the provision of Playclub activities and childcare for children aged 4-11 years in a safe and stimulating environment.

Departmental purpose

The purpose of the school is to meet the educational needs of children and young people within the local community.

Organisational chart

Headteacher → School Business Manager → Phase Leader → Playclub Supervisor → Play Club Workers

Main tasks and responsibilities

- To lead and manage the day-to-day operations of Hawkedon School Club, ensuring smooth delivery of the after-school provision.
- Plan, organise and deliver engaging activities that promote children's social, physical, intellectual, creative and emotional development through play.
- Ensure activities meet the differing needs, interests and abilities of all children attending the club.
- Supervise the serving of snacks and light meals, ensuring that dietary requirements and food hygiene standards are adhered to.
- Ensure safeguarding procedures are followed at all times and report any concerns in accordance with school policies
- To be aware of information required to meet the individual needs of the children and make changes to relevant records.
- Build positive relationships with pupils, parents, carers and staff.
- To supervise and support the Play Workers in their roles.
- To record and inform parents of any incidents relating to their children, obtaining the parent's signature to confirm that they have seen the report
- To take part in team training and planning meetings
- To ensure that records are properly maintained e.g. accident log / password and medical cards / registers
- Induction of new staff
- To ensure that provision for EYFS falls in line with Ofsted regulations and stay up to date with any changes
- To prepare termly activity timetables and snack menu's, working with the other supervisors/cook/Phase Leader
- To undertake relevant training as deemed necessary

Hawkedon Way - Reading - Berkshire - RG6 3AP

Telephone (0118) 966 7444

admin@hawkedon.wokingham.sch.uk

- To undertake any other duties as may become necessary and agreed with line management whilst in post.

Person Specification

Please ensure you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Knowledge/Qualifications

- A commitment to training and an understanding of Equal Opportunities – **essential**
- Basic literacy and numeracy skills (**essential**)
- Paediatric First Aid Qualification – **essential (training will be provided)**
- A Level 2 Qualification in play work or equivalent – **desirable**
- A knowledge of Special Needs – **desirable**

Skills/Abilities

- Ability to create a varied and fun program of activities – **essential**
- Ability to build positive relationships with pupils, staff and parents and work as part of a team as well as using own initiative – **essential**
- Ability to supervise and motivate staff – **essential**
- Ability to present professional at all times – **essential**
- Identify and respond to the needs of individual children – **essential**
- Skills in arts, crafts and sports – **desirable**

Experience

- Experience of working with children or young people in a group setting, particularly play work – **essential**
- Experience of leading a team or working in a supervisory role – **essential**

Personal Qualities

- Enthusiastic approach - **essential**
- Rapport with children and parents – **essential**
- Caring, patient and approachable - **essential**
- Committed to child-centred approach in facilitating play - **essential**
- An empathetic approach – **essential**
- Committed to safeguarding and promoting the welfare of children – **essential**
- Professional and responsible attitude - **essential**

Special Factors

- Must be available for training/meetings, dates and times to be confirmed