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**After School Club Supervisor**

**Job Description**

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| **Job Title** |
| After School Club Supervisor |
| **Salary** |
| Grade 14 Point 6 |
| **Responsible to** |
| Headteacher |
| **Hours** |
| 6 hours 15 minutes per week, Monday – Friday 15:15 – 16:30 plus overtime, as required, to 17:00  Term-time only (38 working weeks)  Permanent |

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| **Job Purpose** |
| Support the running of the after-school club provision  Plan and provide exciting and engaging activities for children |

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| **Main responsibilities and duties** |
| * Collect children from their classrooms and escort them to the after-school club room * Contribute to the planning and preparation of activities for each session * Contribute to programmes of activities that encourage children’s input * Supervise and assist children in their activities throughout the session * Ensure children received a snack and drink during their session * Ensure all activities are safe, interactive, engaging and most importantly fun for the children attending the session * Ensure resources are well organised and kept tidy, encouraging children to support with tidying up * Build positive relationships with parents * Be aware of and follow the schools safeguarding and child protection procedures * Ensure children are safely collected at the end of the session by a responsible adult |

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| **Key Contacts and Relationships** |
| All Staff, Pupils and Parents |

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| **Special notes of conditions** |
| Employees will be expected to comply with any reasonable requests from a manager to undertake work of a similar level that is not specified in this job description.  To undertake any other duties commensurate with the grade, and/or hours of work, as may reasonably be required.  To take responsibility for upholding and complying with the Trust’s Equality and Diversity policies and for behaving in ways that are consistent with fair and equal treatment for all.  To comply with General Data Protection Regulations and maintain awareness of Trust policies and procedures in this area.  The post-holder must at all times carry out their responsibilities with due regard to Trust policy, organisation and arrangements for Health and Safety at work. |

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| **Review** |
| This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder’s professional responsibilities and duties. |

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**After School Club Supervisor**

**Person Specification**

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| **Category** | **Essential** | **Desirable** |
| **Qualifications and Experience** |  | * Previous/existing and successful experience of working with children in an afterschool club or similar setting. * Relevant training linked to working with children. |
| **Knowledge, skills and experience** | * Experience of planning engaging and interactive activities for children * Ability to work as part of a team * Ability to maintain strong, positive relationships with the school and the community. * Commitment to promoting the school’s ethos and values * Be flexible and use initiative. |  |
| **Interpersonal and communication skills** | * Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils * Positive, proactive and solution focused * Ability to cope under pressure * Excellent interpersonal skills * Openness to learning and change * Positive attitude to personal development and training * Professional and approachable. |  |
| **Additional requirements** | * Have a desire to improve the after school for the benefit of the children. * Have a positive attitude * Have a good sense of humour * Able to display an awareness, understanding and commitment to the protection and safeguarding of children. * Commitment to maintaining confidentiality, discretions and tact at all times. * Must satisfy relevant pre-employment checks including DBS clearance and Right to Work in the UK * 2 professional references |  |