



Job Description

Job Title: After School Care Supervisor

Reporting to: HR & Business Coordinator/Business Coordinator

Grade: I

Overall purpose of the post:

To attend to pupils' personal needs and provide general support in supervising and managing pupils at the after-school care provision. Provide a relaxed and comfortable environment.

Main duties and responsibilities:

- Greet children on arrival at club, provide and supervise play;
- Follow Risk Assessments guidelines;
- Supervision of pupils, ensuring their safety;
- Report any pupil problems or behavioural difficulties to the HR & Business Coordinator/Business Coordinator in accordance with school policy and work within safeguarding guidelines at all times;
- Deal with incidents in accordance with agreed after-school club strategies, encouraging pupils to take responsibility for their own behaviour;
- Liaise with parents;
- Check that pupils are picked up safely by their parents/carers;
- Report all accidents to the HR & Business Coordinator/Business Coordinator and complete the form for parents/carers;
- Ensure that any person on the premises is authorised to be there;
- Report any faults in equipment or resources to the HR & Business Coordinator/Business Coordinator;
- To supervise and ensure the health and safety of children at all times.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;

- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.