



## Job Description After School Club Supervisor

<b>Employer</b>	Castleman Academy Trust	<b>Salary</b>	Grade E (SCP 7 - 11)
-----------------	-------------------------	---------------	----------------------

### Key Purpose

- To lead a team of practitioners in offering a safe, stimulating environment with high quality creative play opportunities for our pupils

### Key Responsibilities

#### Support the pupil by:

- Set up a welcoming environment for children and other adults
- Maintain a safe and stimulating play environment and assist with developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play
- Help to deliver activities which meet the children's individual development needs in line with any programme provided
- Supervise the activities of individuals or group of children, carrying out pre-determined educational activities and work programmes whilst promoting independent learning
- To be the first port of call in an emergency and follow the school's emergency procedures
- Following safeguarding procedures in accordance with CAT and school policies and procedures.
- To advise the Designated Safeguarding Lead of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary
- To be aware of special needs a child may have and to familiarise yourself with relevant play and learning plans, including Health Care Plans
- Regularly review Risk Assessments
- Ensure that the environment and any clubs are a safe place for children, equipment is safe, standard of hygiene is high and safety procedures are followed at all times and fire drills/evacuations procedures are carried out effectively.

#### Supervision and Management of People

- Limited supervisory responsibility for After School Club Assistants

#### Knowledge and Skills

- Experience of working in a school or similar establishment
- Good interpersonal skills and an ability to communicate well with pupils
- An understanding of the school's behaviour management policy and procedures and an ability to implement them
- Good understanding of Child Safeguarding issues
- Experience of administrative duties i.e. ensuring records are properly maintained in the form of attendance registers, accidental, additional sessions etc.
- Experience of ordering materials and equipment and keeping to an agreed budget
- An understanding of legal and statutory requirements ensuring these are implemented and reports provided as required

#### Creativity and Innovation

- Work is largely regulated by laid down procedures, but needs occasional creative skills to deal with routine problems

#### Contacts and Relationships

- There is a high level of interaction with individuals and groups of pupils. Relationships will be managed within agreed policies and procedures
- There is some scope for dealing with issues where the outcome may not be straightforward
- Liaising with parents and carers informing them about the club and its activities

## **Decisions**

- Work is carried out within the school's clearly defined policies and procedures
- The post holder will need to exercise discretion in referring problems to a senior member of staff.

## **Work Environment**

- The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- The post holder may be required to exert moderate physical effort, for example periods of crouching/bending to engage pupils in activities and movement of some furniture may be required. There may be an occasional need to physically lift pupils for safety or care needs.
- The post holder will be expected to challenge behaviour of pupils.
- There may be a requirement to attend to a pupil with soiled clothing due to sickness or toileting problems, which may include cleaning up soiled surfaces.

Any other duties commensurate with the role of After School Club Supervisor that may be required from time to time.

After School Club Supervisors are accountable to the Headteacher for the standards achieved and the conduct, management and administration of the school, subject to any policies that the DfE and the Trust shall make. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required.



## Person Specification After School Club Supervisor

Education/Qualifications	Desirable	Essential
5 GCSE's with a minimum of Grade C or above in Maths and English (or equivalent qualifications) and a good standard of general education		X
Paediatric First Aid certificate, or willingness to undertake		X
Willingness to attend school based training		X
Experience	Desirable	Essential
Experience of working with children		X
Experience of working with children in an educational environment		X
Experience of leading a team	X	
Experience of working with children who have a variety of educational needs	X	
Aptitudes and Abilities	Desirable	Essential
Ability to establish positive expectations of pupils' behaviour and a sensitivity to pupils' personal needs		X
Ability to cope with personal hygiene needs and respond sensitively to pupils' needs		X
Patience and commitment		X
Ability to remain calm and make decisions whilst under pressure		X
Good interpersonal skills		X
Ability to work to deadlines		X
Good organisational skills		X
Ability to manage some challenging behaviour from pupils		X
Ability to handle confidential information with discretion		X
Ability to work with and control children showing care and understanding		X
Knowledge	Desirable	Essential
Understanding of the schools' Health and Safety Policy		X
Have a clear and thorough understanding of the schools safeguarding issues and safe working practices and procedures and follow them		X
Knowledge of school's behaviour and management policy and procedures		X
Knowledge of Child Safeguarding		X
Knowledge of school's Emergency procedures		X
Attitude and Motivation	Desirable	Essential
A commitment to developing children as independent learners		X
A commitment to developing yourself through continuing education and training		X
Enthusiasm		X
Empathy		X
Self-motivated and a team player		X
Safeguarding and Special Requirements	Desirable	Essential
The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment.		X
The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references.		X
It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them.		X
The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos		X