**Role Description**

**After School Club Supervisor**

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| **NJC Pay Range** | Band E |
| **Responsible To:** | The Principal  |

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| **Main Purpose of the Post**  |

* To lead the day-to-day operation of the after school club.
* To develop and supervise the after school club service.
* Provide a safe, caring and stimulating environment for children after school hours, including play and learning opportunities.

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| **Key Areas of Responsibility** |

* To gather/report information from and to Parents/Carers as directed.
* Ensuring the specifically designed space (after school club) are appropriately clean and fit for purpose.
* Providing children with after school supervision and activities.
* To supervise the children, ensuring their safety at all times.
* To participate in the handling of students with disabilities.
* To be aware of the cultural differences of pupils and of the school’s policies on equal
* opportunities, and to deal with any incidents in accordance with the Academy’s policy.
* Ensuring all activities are carried out within the Academy’s policy.
* Provide safe and creative play opportunities.
* Develop and maintain good relationships and communications with parents to facilitate day-to-day caring needs.
* To ensure that all pupils who suffer any injury/accident are dealt with appropriately in
* accordance with the school’s agreed procedures.
* Ensure that you are a strong, positive role model for the children and other staff.
* To adhere to all the Trust / Academy’s policies, e.g., procedures on child protection and
* health & safety.
* Actively participate in any appropriate training when required.
* To be responsible for promoting and safeguarding the welfare of students within the Academy and implementing all associated policies. (e.g., Child Protection).

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| **Other Considerations Relevant to the Role** |

* To work from an identified MLT Office location.
* To work with flexibility, travelling to and from Academies and other locations in the course of undertaking work duties.

***The aim of the Role Description is to indicate the general purpose and level of responsibility of the post. Duties may vary from time to time without changing the character of the post or general level of responsibility.  This is an outline Role Description only and the post holder will be expected to undertake duties commensurate within the range and grade of the post or any lesser duties as directed by the Principal.***

**Role Description**

**Supplementary Information**

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| **NJC Pay Range** | Band E |

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| **Standards and Expectations**  |

* Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
* Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
* Regularly review own practice, set personal targets and take responsibility for own personal development.

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| **Securing Policies and Compliance** |

* To apply Academy and Trust wide policy and procedures.
* To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
* To ensure compliance through quality assurance and evaluation.
* To report and advise on any matter that may place the brand and reputation at risk.

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| **Leading People and Managing Performance** |

* To lead and develop staff within the team to deliver high quality performance.
* To actively manage own performance and that of others, participating in the Trust’s appraisal process as Appraiser and Appraisee.
* To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
* To lead, plan, co-ordinate and manage the work of the team.
* To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

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| **Engagement with Stakeholders** |

* To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
* To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
* To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
* To provide reports and updates to Leaders and Governors in relation to area of responsibility.
* To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
* To work collaboratively with others to deliver added value to the Academy and Trust.
* To understand the changing community and ensure stakeholder satisfaction.

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| **Other Considerations** |

* A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
* To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***