



Liverpool College

The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.

Job Description

Post Title	After School Club Supervisor (Pre-Prep)
Salary/Grade	Spinal Column Point 3-5 (FTE £24,027 £24,790), actual salary £6,663 £6,874 per annum
Working Time	Term-time only (37 weeks) 12.30 hrs per week (FTE 37 hrs), worked Monday to Friday from 3.00pm-5.30pm.
Reporting to	The Head of Pre-Prep
Liaising with	The Head of Pre-Prep, Pre-Prep Staff and the After-School Co-ordinator.
Disclosure level	Enhanced

Summary of the overall purpose of the job

To work with and supervise individual staff ensuring the safety, welfare and supervision of the children in After school club at Liverpool College

Working under the direction of The Head of Prep the ASC Supervisor has the following responsibilities:

- Complete and maintain a range of Liverpool college's administration as required to include, planning in line with EYFS curriculum, setting up and maintaining daily pupil register, setting up and maintaining session register for billing, liaising with accounts with regards to billing.
- Selecting appropriate activities for the children each day. Preparing a creative activity on a regular basis.
- To provide a support provision during Parents' Evenings.
- To care for and supervise children with regard to their social, emotional and physical needs.
- To maintain a friendly and inviting environment.
- To support the overall development of children.
- To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- To establish constructive relationships with parents/carers.
- To support school policy.

Key responsibilities and objectives of the job

- To encourage children to interact with others and engage in adult led activities.
- To establish good relationships with children acting as a role model and setting high expectations.
- To promote inclusion and acceptance of all children.
- To promote self-esteem and independence.
- To be involved in the planning, development and implementation of the activities available during After School Club.
- To monitor and evaluate pupil's responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- To assist the ASC Co-ordinator in keeping appropriate records.
- To adhere to College policies and procedures, including Equal Opportunities, SEN, Health and Safety, etc.
- To deal with the personal care and comfort of pupils, as required, in relation to welfare, health, toileting, feeding, dressing and administering of medicines.
- To keep and monitor accident and incident records and inform parents of any such which have taken place during the school day.
- To help to monitor and support the overall progress and development of the children within the After-School Club, including those with special educational needs, and the gifted and talented.
- To liaise with the class teacher where appropriate.
- To adhere to the behaviour management policy.

All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.