



JOB DESCRIPTION

Job Title:	After School Club Supervisor
Salary:	TPAT Point 3
Responsible to:	Teaching Staff, SENCO, Head of Department, Deputy Headteacher
Direct Supervisory Responsibility for:	After School Club Assistants
Important Functional Relationships: Internal/External:	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, Governors, External Professional Bodies & Visitors

Main Purpose of the Job:

To organise and supervise the after school club assistant team to ensure the safe and appropriate supervision of individuals and groups of pupils during the after school club.

To organise the provision of healthy snacks.

To be responsible for the provision of an enjoyable, caring, secure environment, through individual attention and group activities within the framework of the play-work principles, and to oversee the organisation of an appropriate range of play activities for children between the ages of 3 and 11.

Main Duties and Responsibilities:

- To supervise and assist the After School Club Assistants in daily after school club activities at the school, ensuring deployment of the Assistants is in accordance with the Headteacher's instructions;
- To oversee and encourage a high standard of physical, emotional, social and intellectual care for all children, ensuring every child can play, learn and have fun;
- Responsible for the health and safety of employees and children in the after school club;
- Oversee and provide safe, creative and appropriate play opportunities including preparing activities, organising programmes and arranging equipment;
- To interact positively with children to encourage them to engage in meaningful and constructive activities;
- To keep a register of children attending and collect fees from parents;
- Responsible for developing and maintaining good working relationships and communication with parent/carers to encourage involvement and facilitate daily care routines;
- Plan, supply and prepare the provision of simple uncooked snacks;
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned;
- To assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods;

- To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes;
- Be responsible for children during outdoor activities and ensure that the ratio of 1:8 is maintained;
- Complete a list / register of children to ensure that everyone is accounted for;
- Deal with any anti-social behaviour promptly and ensure that the Headteacher and appropriate parents are informed;
- To administer minor first aid (as trained) and assist with sick children where necessary;
- To comply with the School's First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book;
- To be aware of the School's child protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all Trust & School policies and procedures;
- To undertake mandatory training as required by the Trust & School;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.