



Job Description: Before and After School Club Play Supervisor

Hours per week: 18.5 hours per week Monday to Friday term time only.
Working pattern :Monday-Thursday 7:30am - 8:45am and 3:15pm -6pm
Fridays 7:30am - 8:45am and 3:15pm - 4:30pm

Salary / Scale: Scale D (£28,521 fte- £30,189 fte)

Responsible to: Head Teacher and Deputy Head Teacher

Main Purpose of the Job:

- To manage and develop the Before and After School Club provision to provide a safe and stimulating environment for children through play, in accordance with the aims and values of the school.

Main Responsibilities of the post

- To oversee and manage the day to day operation of the Before and After School club provision.
- To prepare and manage weekly activity plans of planned provision.
- To plan and organise a variety of stimulating activities, creative games and outdoor experiences appropriate to the children's age and development stages.
- Meet regularly with the Head Teacher or Deputy Headteacher to discuss planning and report on progress of the provision.
- Motivate and encourage the children to participate in activities and explore and create their own activities.
- Setting up play areas, providing a variety of play materials, and ensuring the environment is safe and stimulating for children;
- Supervise play staff, volunteers, and work experience students, providing guidance and support.
- Monitor staff performance and identify training needs.
- Ensure activities are inclusive and accessible to all children.
- Supporting the positive behaviour of pupils, ensuring an appropriate level of behaviour at all times in accordance with the school's behaviour policy;
- Building positive relationships with children, their families, and other professionals involved in their care.
- Manage administrative tasks and contribute to the overall development and improvement of the play service.



Acting as the designated first aider in providing emergency first aid and ensuring that any incident is properly recorded;

- Maintain accurate records, including attendance registers, accident/incident reports, and activity plans.
- Ensuring the safety and well-being of children and adhering to safeguarding policies and procedures. Ensure that all staff within the provision are encouraged to uphold the School's Safeguarding practice and procedures and that they are implemented effectively.
- To provide and prepare safe nutritional snacks for children, taking into account food allergies /dietary requirements
- Stay updated on best practices in playwork and childcare and participate in relevant training and development opportunities.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Support and uphold the Christian ethos of the school, ensuring that staff within the provision are encouraged to do the same.

Skills and Abilities:

- Have experience of working with young children; and in small groups
- Ability to communicate effectively with children and adults;
- Ability to develop engaging and fun play activities.
- Understanding and empathy to children's individual needs and emotions.
- Enjoy working as part of a team;
- Enthusiasm and energy;
- Good time management skills; and
- Level 3 childcare qualification