

### **Overview of Out of School Club Supervisor.**

The table below provides a brief indication of the responsibilities required for each grade as a bare minimum and more details are within the job descriptions that follow.

<b>Job Title</b>	<b>Grade</b>	<b>Role Description</b>
<b>Out of school club worker</b>	CD	Supports the school with the provision of extended care. The post holder will do this by supervising children and organising safe creative and appropriate play activities. Provides healthy breakfast/snacks. No budgetary or supervisory responsibilities. Works under the direction of the Out of School Club Supervisor. Reports any safeguarding concerns to Line Manager.
<b>Out of school club supervisor</b>	E	In addition to the Grade CD Out of School Club Worker (above) the Out of School Club Supervisor will have a higher level of initiative and independence and leads on the provision of extended care. Provide first aid as appropriate. The Out of School Club Supervisor line manages the workers and reports to the Head-teacher. Communicates with Senior Leaders including Governors, on the progress of the club. Responsible for promoting the club and contributing to the creation of any club policies and procedures. Reports any safeguarding concerns to the DSL/DDSL.

<b>Post title:</b>	Out of School Club Supervisor
<b>Grade:</b>	E
<b>Responsible to:</b>	Headteacher
<b>Staff managed:</b>	Out of School Club Workers
<b>Directorate:</b>	Children and Young People's Service
<b>School name:</b>	Easingwold Primary School
<b>Job family:</b>	<b>E - Education/School</b>
<b>Date of issue:</b>	August 2023

#### Safeguarding Statement

- The out of hours school club provides a safe environment for children prior or after school, and encourages healthy eating and creative play opportunities.
- Enhanced DBS clearance is required for this post

#### Job Purpose:

The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children, organising activities and managing the Out of School Club Workers.

<b>Operational Issues:</b>	<ul style="list-style-type: none"> <li>• Maintain a register of children</li> <li>• Prepare and provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards</li> <li>• Prepare and set up room as required</li> <li>• Administer basic first aid as required</li> <li>• Undertake the personal care of children as required, including toileting, dressing, sickness</li> <li>• Ensure the children and young persons are supervised at all times</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Close liaison with parents, colleagues, pupils</li> <li>• Encourage parental involvement and support</li> <li>• Communicate with school staff as appropriate</li> </ul>
<b>Resource management/ Buildings and Infrastructure:</b>	<ul style="list-style-type: none"> <li>• Purchase resources, including food/drink</li> <li>• Ensure the building is safe and secure for the children and young persons at all times</li> <li>• Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Caretaker</li> </ul>
<b>Systems and Information:</b>	<ul style="list-style-type: none"> <li>• Maintain accurate records as required, to include completion of accident log, register of child's attendance, up to date emergency contact details</li> </ul>
<b>Planning and Organising:</b>	<ul style="list-style-type: none"> <li>• Plan and provide a variety of safe, creative and appropriate play opportunities Participate in appraisal, training and other learning activities</li> </ul>

<b>Safeguarding:</b>	<ul style="list-style-type: none"> <li>Responsible for promoting and safeguarding the welfare of the children and young people</li> </ul>
<b>Health and Safety:</b>	<ul style="list-style-type: none"> <li>Be aware of and implement your health and safety responsibilities as an employee and Supervisor and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure</li> <li>To supervise colleagues to maintain health, safety and welfare within the working environment</li> <li>Ensure all accidents and emergencies are dealt with according to the policy</li> <li>Lead in ensuring the safety of all children in the event of a fire/drill or other emergency</li> </ul>

### Person Specification:

Essential	Desirable
<b>Knowledge and Experience</b> <ul style="list-style-type: none"> <li>An understanding of and commitment to the provision of good quality childcare</li> <li>An understanding of food hygiene rules</li> <li>Health &amp; safety knowledge, including lifting and handling and fire prevention</li> <li>A sound understanding of safeguarding procedures</li> <li>Knowledge of healthy eating</li> <li>Experience of working with children in a play work or educational setting</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school policies and procedures</li> <li>Knowledge of child development &amp; learning processes</li> </ul>
<b>Occupational Skills</b> <ul style="list-style-type: none"> <li>Ability to plan and deliver safe activities relevant to the age of the children</li> <li>Ability to work on own initiative and use common sense</li> <li>Ability to communicate effectively with staff, parents and colleagues, verbally and in writing</li> <li>Ability to maintain confidentiality</li> <li>Ability to work effectively in a team</li> <li>Committed to continuing professional development</li> <li>Emotional resilience</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>Ability to successfully manage other adults in the out of school club team</li> </ul>	<ul style="list-style-type: none"> <li>Behaviour management skills</li> <li>Basic ICT skills</li> </ul>
<b>Behaviours</b> <ul style="list-style-type: none"> <li><a href="#">link</a></li> </ul>	
<b>Professional Qualifications</b> <ul style="list-style-type: none"> <li>DfE approved level 3 qualification or equivalent</li> <li>Literacy skills for accurate record keeping</li> <li>Relevant Safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>Food hygiene certificate</li> <li>Paediatric first aid qualification</li> </ul>
<b>Other Requirements</b> <ul style="list-style-type: none"> <li>DBS check</li> </ul>	

NB – Assessment criteria for recruitment will be notified separately.

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.

