EXTENDED SCHOOL CLUB SUPERVISOR

JOB DESCRIPTION AT MEANWOOD C OF E PRIMARY SCHOOL

Meanwood CE Primary School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# Main purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

# Duties and responsibilities

Planning and delivering activities

* Plan and deliver age-appropriate activities and experiences to support pupils development
* Brief other extended provision staff so they’re aware of how the activities will run
* Offer education instruction where needed to help pupils to share equipment

Supervise pupils during activities and help to resolve issues between pupils

* Monitor pupils that aren’t engaging in play and feedback any concerns to class teachers
* Manage stock of resources necessary to carry out planned activities

Administration

* Invoicing parents
* Food ordering
* Keeping Website up to date
* Manage register/waiting list and email accounts

Health and safety

* Observe pupils and the environment and take action to minimise any identified health and safety risks
* Deliver first aid to respond to minor incidents and refer any major incidents to a qualified first aider
* Record details of incidents in line with the school’s reporting procedures
* Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
* Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (eg. First aid kits)
* Feed-back concerns relating to pupils’ health and safety to a senior member of staff
* Co-ordinate and offer support with setting up and putting away all equipment safely
* Make sure all policies are up to date and implemented consistently by all staff

Behaviour

* Report any incidents of serious misbehavior to the relevant staff member, in line with the school’s behaviour policy
* Take necessary action to minimise disruption and harm to pupils, in line with the school’s behaviour policy
* Follow any directions from class teachers on supporting specific pupils with challenging behaviour
* Support pupils with their independence and self-esteem when carrying out activities

**Working with others**

* Manage and support other extended provision staff, setting clear expectations for the requirements of their role
* Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
* Work with external agencies as appropriate
* Encourage parental involvement and attendance to the club by promoting it in external communications (eg. Newsletters) and events (eg. Open days)

Safeguarding

* Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
* Keep accurate attendance records and report non-attendance in line with school procedures
* Be responsible for pupils until the start of the school day a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
* Look out for any unidentified visitors approaching the school and follow the school’s procedures for approaching/reporting individuals
* Attend any training requested by SLT

# Other areas of responsibility

* Read and follow the relevant school policies
* Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the post holder will carry out. The post holder may be required to do other duties appropriate to the level of the role.

**Notes**

This job description may be amended at any time in consultation with the postholder.

Headteacher/Line Manager Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postholder Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_