

Job Description

Job Title: After School Club Supervisor

Scale: Grade 4

Reporting Arrangements

The post holder will report to the Extended School Coordinator and Manager.

Main Purpose of the Job:

- To lead and support a small team of After School Club Playworkers in delivering high-quality childcare that meets the social, emotional, intellectual and physical needs of the children, with a particular focus on facilitating engaging activities and play experiences.
 - To supervise the daily operations of After School Club, ensuring a safe, stimulating, and nurturing environment for all children using the establishment.
 - To act as a key point of contact for parents/carers and ensure effective communication.
 - To prioritise the safety and well-being of all pupils.
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Main Duties:

Supervisory and Leadership:

- To effectively lead, support and performance manage a small team of After School Club Playworkers ensuring quality of service.
- To create and maintain staff rotas to appoint duties.
- To monitor the quality of care provided by the Playworkers, ensuring adherence to policies, procedures and best practice.
- To identify training needs for staff and support their professional development.

Operations:

- To oversee the daily running of the Afterschool Club session, ensuring a smooth and efficient operation.
- To ensure the club environment is safe, clean, and well-maintained, carrying out regular risk assessments and addressing any hazards.
- To manage resources effectively, including equipment, materials, and snacks.
- To ensure accurate attendance registers & accident reports are maintained.
- To be the first point of contact in relation to any parent/carer enquiries/concerns to handle them effectively and professionally.

- To liaise with the Extended Schools Coordinator and Manager on operational matters and contribute to the development of the service.

Childcare:

- To actively participate in and lead play age-appropriate activities with the children, fostering a fun and engaging environment.
- Encouraging children's creativity, imagination, and social interaction through play.
- Be a positive role model and demonstrate consistently the positive school attitudes, values and behaviour, which are expected of pupils.
- Identify and address any inappropriate or unsafe behaviours.
- Respond promptly to minor incidents, administering basic first aid when necessary.
- Have a good understanding of individual dietary and medical requirements.
- Promote the safety and wellbeing of all pupils, raising and recording concerns in line with the school's safeguarding procedures.

Communication & Partnership:

- To build positive relationships with children, parents/carers, and staff.

Professional conduct and development

- To participate in school's appraisal procedures.
- To undertake any relevant training required.
- To keep up-to-date with current legislation and best practice in childcare.
- Uphold the school's ethos, policies, and practices.
- Maintain high standards of attendance and punctuality.

Other areas of responsibility

- The postholder will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Where the postholder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.



Safeguarding:

Beaver Road Primary School is committed to safeguarding and protecting the children that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.



Person Specification

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For this job we are looking for:

Ability to lead a team

To demonstrate an interest and involvement in working with children.

The ability to supervise and understand children.

Ability to respond to everyday situations.

Ability to communicate with others.

Personal Style and Behaviour

Tact and diplomacy in all interpersonal relationships.

Personal commitment to excellence in service delivery.

Desire to pursue own personal development and to undertake training as required.

Self-motivation and personal drive to complete tasks to required timescales and quality standards.

Discretion in dealing with confidential and sensitive issues.

Willingness to work flexibly and to undertake any other duties which contribute to the delivery of lunchtime service.

Be willing to consent to and apply for an enhanced disclosure to a DBS check.

Additional clarification of requirements of the post include:

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Safeguarding

Is responsible for the protection and safeguarding of all children and displays a commitment to this.

Completed all relevant and statutory training and demonstrates qualities required to safeguard and promote the welfare of all children.

Has up-to-date knowledge and understanding of relevant legislation and guidance in relation to working with, and the protection of, children.

Promoting Equality and Diversity

Understand how knowledge of our diverse communities can help us to deliver effective services and reduce disadvantage.

Listen to contributions made to service development without prejudice.

Care

Listen and respond to children's needs, seeking out innovative ways of consulting and engaging them.

Network with others to develop services for the benefit of the children.

Developing Self and Others

Be willing to share learning and encourage others to do the same. Coach and mentor others.

Listen to others and respond to their needs. Apply a range of development activities to develop and train staff.

Strives for improvement and take responsibility for own development. Be self-confident and lead by example.