

Henry Maynard Primary School and Nursery,
101 Maynard Road,
London
E17 9JE

Tel: 0208 520 3042
Email: school@henrymaynard.waltham.sch.uk



Extended Schools Supervisor - Afterschool Clubs

Scale 3 Point 6

FTE £29,856 Actual from £10,748.41

15 hours per week

Job Description:

This job description is for an Extended schools Supervisor (afterschool clubs) who will under the direction of the Extended Schools lead, School Business Manager or Head Teacher to oversee Afterschool club Playleaders, in order to provide the effective supervision of pupils during the afterschool club period. To provide a continuous presence to ensure the safety, welfare and conduct of pupils in accordance with school policy.

This job description may be amended at any time following discussion between the Headteacher and will be reviewed annually in response to the changing needs of the school.

Key Duties and Responsibilities

- To run daily staff briefings with the team, implementing any changes for the day
- To arrange weekly/termly working rotas for Playleaders, coordinating the team as necessary with roles and responsibilities
- To establish positive relationships and communication with internal and external professionals/agencies.
- To speak with parents regarding any injuries or behavior incidents
- To be responsible for taking registers and ensuring accurate record keeping
- To take responsibility for supervising creative and appropriate play opportunities in a safe and caring environment, encouraging all children to take part, to co-operate and show respect for others.
- To promote the school behaviour policy, assisting with maintaining discipline and supporting children to resolving conflicts in a positive way. To deal with incidents of misbehaviour by appropriate intervention and report serious incidents to the Extended Schools Lead/ School Business Manager or Senior Leadership as appropriate.
- To oversee with providing refreshments to children in line with government food hygiene standards. To ensure all areas are left clean and tidy in accordance with hygiene, health and safety procedures.
- To be aware of pupils on special or restricted diets for medical reasons from information provided.
- To tend to pupils who are sick or injured in accordance with the school's accident/injuries procedures, administering initial first aid and reporting serious injuries to the named first aider and/or supervisor/head teacher as appropriate.
- To oversee the record keeping of accidents and injuries, and be a first point of contact for any queries.
- To ensure that pupils keep out of areas that are out of bounds and don't leave the school premises. To be aware of security procedures with regard to entrance and exits and to approach visitors and direct them to the appropriate contact person

- To ensure that any equipment used is stored properly and that play areas and classrooms are tidied up each day.
- To be aware of responsibilities under child protection legislation and report any concerns to a member of the Senior Leadership Team.
- To take part in the school's performance management framework for support staff and participate in training and development activities as required.
- In addition to the specific responsibilities of the post, as a member of the support team, the post holder will be expected to assist with other tasks of a similar nature, appropriate to the grade, as directed by the Head Teacher.

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

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 and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Officer or Deputy Safeguarding Officer.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties in the context of the job, skills and grade.

Person Specification: Extended Schools Supervisor	Essential	Desirable
Qualifications:		
Current First Aid Certificate		✓
Experience:		
Experience of working with children in a Primary school setting/similar	✓	
Experience of working as part of a team to achieve objectives	✓	
Knowledge and Understanding:		
Ability to communicate effectively in written and spoken English	✓	
Ability to have positive interactions with adults and children of all ages	✓	
Ability to work with children from a wide range of social and cultural backgrounds	✓	
An understanding of how the school manages pupil discipline and behaviour, and to deal with this in a calm and confident manner.	✓	
Knowledge and understanding of Health & Safety standards within a school setting, particular security	✓	
Personal Skills and Attributes:		
Good standard of written work	✓	
Good interpersonal and communication skills	✓	
Ability to use computers	✓	
Ability to work part of a team	✓	
Flexibility and enthusiasm for the job	✓	
Able to work independently and supervise the work of the team	✓	
Able to organise one's own work, to prioritise tasks and keep to deadlines	✓	
Other job requirements:		
Willingness to undertake in service training	✓	
Commitment to the school's ethos, aims and its whole community	✓	
Commitment to the highest standards of child protection and safeguarding	✓	