



## SOUTH GROVE PRIMARY

### After School Club Supervisor

#### JOB DESCRIPTION

Job Purpose
<ul style="list-style-type: none"><li>• To be responsible for the planning and delivery of a wide range of creative and enjoyable inside and outside activities (in line with the Early Years Foundation Stage where applicable) for children during break times, after school, during extended activities or holidays as relevant.</li><li>• To include specific activities to promote healthy lifestyles and healthy eating.</li><li>• To ensure there is a secure and welcoming facility to support, motivate and supervise pupils.</li><li>• To be responsible for the health, safety, conduct and well-being of all pupils and play staff during Club operation times.</li></ul>
Major Tasks, Duties, Safeguarding and Responsibilities
<p><b>Key Activities - Support for the School</b></p> <ul style="list-style-type: none"><li>• Purchasing of food items and play materials within agreed budget.</li><li>• Drawing up menus, cooking/supplying and providing refreshments to children in line with government food hygiene standards.</li><li>• Ensuring safe, creative, appropriate play opportunities in a safe and caring environment.</li><li>• Carrying out day to day administration, record keeping (ensuring that the incident/accident book is maintained), ordering and purchasing materials and equipment.</li><li>• Encouraging parental involvement and support of the club; attend and contribute to meetings held with parents to discuss any concerns.</li><li>• Initiating close liaison with parents, carers, and other childcare and play related agencies.</li><li>• Having an understanding of the National Standards and the ability to meet to them.</li><li>• Understanding children as individuals particularly the characteristics, needs and interests of each age group.</li><li>• Valuing each child's background and experiences.</li><li>• Treating all children with sensitivity and fairness and respecting confidentiality.</li><li>• Ensure the provision of a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds and stages of development.</li><li>• Ensure the pupils are always supervised, arrive punctually to their classroom and are delivered safely to their parent/named carers.</li><li>• Ensure the playground equipment is used and stored properly and that the play areas are tidied up each day.</li><li>• Be punctual and reliable.</li><li>• Liaise with staff to ensure that systems are working effectively.</li><li>• Manage and lead a team of After school / Holiday or Extended Club Play Workers/Play Assistants in the effective organisation.</li><li>• Support and develop team, encouraging staff to contribute to the overall ethos/work/aims of the school, reflect with team on successes and issues of concern, Induct new staff in policies, procedures and as part of a team, with play assistant, cover absences, co-ordinate rotas and timetables.</li><li>• Keep up-to-date records and an accurate register, ensuring the correct numbers of pupils are present.</li><li>• Provide detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.</li><li>• Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.</li><li>• Appreciate and support the role of other professionals.</li><li>• Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.</li><li>• Be aware of and comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li><li>• As a member of the School Team to take individual and collective professional responsibility for</li></ul>

championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.

- To support and implement the Council's policy on special educational needs and inclusion.
- To co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- To liaise with external agencies such as OFSTED, LBWF etc. to ensure that the school/centre meets statutory requirements for the provision of after school care.
- To ensure that staff ratios are maintained at all times.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions.

#### **Key Activities – Support for the Pupils**

- To promote Learning through Play, with varieties of activities that enrich their experiences across the curriculum.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Ensure that the meal/play arrangements comply with all school policies and provide a safe environment for pupils, including those with special needs.
- Ensure that pupils who have special dietary needs receive the correct meal or refreshment
- Ensure that pupils eat their meal in a socially acceptable way.
- Encourage pupils to be independent in clearing away after a meal.
- Ensure that the pupils move through school quietly and behave in an orderly way in the dining hall.
- Administering first aid as necessary and ensuring the well-being of sick children.
- Establish constructive relationships with pupils and interact with them according to individual needs.

#### **Key Activities – Organisation & Managerial**

- Manage a team of Play Workers or Play Assistants.
- General supervisory responsibility for students
- Assist in recruiting staff and in managing associated employment procedures.
- Undertake induction/appraisal/training/mentoring for other staff.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Hold regular team meetings with managed staff.
- Liaise with outside suppliers/activity providers/external agencies.
- Liaise between Head Teacher, Extended Day Leader, School Business Manager and HR& Finance Assistant,
- Attend all appropriate meetings as instructed by the head teacher.
- Participate in training and performance management as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment, which supports equal opportunities for all.

#### **Responsible to :**

- Head Teacher/Deputy Head/Extended Day Leader and School Business Manager

#### **Responsible for :**

- May manage Play Workers and Assistant Play Workers (including casual and temporary staff)

#### **Equal Opportunity**

- The post holder will be expected to carry out all duties in the context of and in compliance with the Council's Equal Opportunities Policies
- All schools in Waltham Forest are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees working at this school are expected to share this commitment.

**SOUTH GROVE PRIMARY PERSON SPECIFICATION**  
**After School Club Supervisor**

We are seeking ambitious, outstanding cover supervisor who thrive on a challenge. For this crucial role we will be looking for the following:

	<b>Essential</b>	<b>Desirable</b>
<b>1. Qualifications</b>		
A qualification relevant to the role e.g. NVQ Level 3 in Playwork, Early Years, NNEB, PGCE, Bed, Youth Work qualification or other children related qualification.	E	
Recent Child Protection Training	E	
Current Health and Safety Certificate	D	
Food Hygiene and First Aid Training	D	
<b>2. Experience</b>		
Minimum of 1-2 years experience of being involved with a play service in either a paid or voluntary capacity, for example, in playgrounds, junior playrooms, play centres or other equivalent play setting.	E	
To include planning, organising and supervising activities.	E	
Prior budgetary experience is essential.	E	
Supervisory experience		D
<b>3. Knowledge, Skills and Abilities</b>		
Ability to relate well to pupils and adults.	E	
Working knowledge and understanding of child development and learning.	E	
Confidence in dealing with young people, maintaining discipline and motivation.	E	
Ability to prioritise and make decisions.	E	
Knowledge of food hygiene.	E	
Commitment to and understanding of Equal Opportunities.	E	
Understanding of relevant polices/codes of practice and awareness of relevant legislation.	E	
Good numeracy/literacy skills and communication skills.	E	
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	E	
Ability to cook meals or service appropriate refreshments.	E	
Ability to manage a small team.	D	

<b>Personal Qualities</b>		
Excellent attendance and punctuality	E	
Hard working, flexible and reliable	E	
Positive and optimistic	E	
The ability to work under pressure and maintain a sense of humour.	E	
A genuine commitment to and liking for young people, and high expectations for their progress and welfare	E	
A commitment to the promotion of equality of opportunity and inclusion in all aspects of school life, practical strategies for achieving this, and an understanding of the implications of this post.	E	