



**Job Description: After School Club Supervisor**

Name \_\_\_\_\_

Date \_\_\_\_\_

Contracted hours - 2 hours 45mins a day 3-5.45 Working hours – Wed-Fri

The post holder will be expected to carry out the professional duties of a Teaching Assistant Level 2 outlined in the School Support Staff – The Way Forward (National Joint Council for Local Government Services), or any subsequent legislation.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher, who will be mindful of her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

St Blaise is committed to safeguarding and promoting the welfare of children. The post holder is responsible for ensuring that all county safeguarding and child protection policies are adhered to and concerns are raised in accordance with these and school policies.

This job description will be reviewed annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the County Council's Stress at Work Policy and the Dignity at Work Policy.

**Health and Safety**

It is your responsibility to participate in the safe development of the workplace. You must take responsibility for your own safety and the health and safety of others. You need to abide by the policies and protocols provided by the school. Any health and safety incidents must be reported at the earliest opportunity.

**Key Tasks:**

- Assisting with the setting up of the venue each day so that it is ready for the children to arrive at 3.15pm
- Be aware of any medical/dietary needs for all children attending
- Understand the requirements of the Early Years Curriculum
- Assisting with the serving of snacks as appropriate
- Helping to create a welcoming and supportive environment for the members of the club.
- Supervising children during the club
- Leading children in appropriate play and learning activities
- Encouraging high levels of good behaviour and deal with inappropriate behaviour within the school's policy and ethos
- Tidy the space at the end of the session, finishing at 5.45pm
- Take a daily register and ensure that all paperwork is accurate and up to date
- Organise and manage resources including ordering additional resources and equipment



- Managing parents expectations at the end of the session
- Reporting breaches of the collection times to RL
- Reporting safeguarding concerns to DSL
- Dealing with first aid – including reporting effectively

#### **Pastoral Care**

- Knowing the individual children.
- Talking and listening to children.
- Communicating with parents.
- Communicating with other team members.
- Giving appropriate help.
- Setting a good example in terms of punctuality, behaviour and attendance.

#### **Team work**

- To be part of the team of After School Club staff responsible for the running of the Club.
- Establishing constructive relationships and communicate with other staff and parents
- Contributing to relevant meetings.
- Supporting other team members.
- Undergoing relevant training such as Food Hygiene and/or First Aid.
- Recognising and using your own strengths and those of others.

#### **Other duties**

Carry out any other duties which may be reasonably allocated from time to time by the Head Teacher that are commensurate with the job purpose and grade.

Inform the Office about any matters relating to leave of absence.

Breakfast club assistant's signature

Headteacher's signature

Date

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