



Location: Bedford Primary School

Post: After School Club Supervisor

Grade: E, Point 7-11

Hours: 3.00 – 6.00 pm - Monday to Friday term time only

The Post holder will be accountable to the Headteacher and through her to the school's governing body. The duties outlined in this job description may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

JOB PURPOSE

To lead and be responsible for the day to day organisation of the After School provision at Bedford Primary School providing high standards of care and play opportunities for children between the ages of 4- 11 years old in a safe and secure environment.

Main Duties & Responsibilities

Delivering the After School Provision

- To lead the day to day management and organisation of the After School Club (ASC).
- To supervise the ASC staff, managing rotas and task deployment.
- To supervise and be accountable for the welfare of all children in ASC.
- To plan an ongoing programme of activities for ASC, linked to pupils' interests and needs.
- To ensure all children have access to a suitably healthy snack whilst in ASC, prepared by the ASC team.
- Work with all staff to ensure and provide care, play opportunities and activities in a nurturing, and safe environment, with regard to the individual development needs of the children.
- To supervise and motivate a team of staff to deliver high quality creative play opportunities and to ensure children are engaged in various age appropriate activities
- To liaise with the school with regard to the needs of the children who attend the club.
- To liaise with parents to encourage parental involvement and support of the ASC.

Management & Administration

- To operate at all times in accordance with the policies and guidelines of Southport Learning Trust and Bedford Primary School.
- To keep ASC staff updated regarding any key matters or forthcoming training.
- Liaise with SLT re ASC provision and any developments/support which is required.
- To accurately maintain ASC registers accurately signing pupils in and out.
- To ensure any key information provided by parents / pupils is passed to appropriate members of staff and recorded on the school's CPOM system.
- To ensure that all safeguarding and Health and Safety Regulations and policies are adhered to by all members of the ASC team.
- To attend key meetings and participate in professional learning opportunities and staff reviews as required.
- To order resources required by ASC.
- To liaise with the Catering Manager and teachers to address any matters concerning the dietary or medical needs of individual pupils.
- Actively encourage healthy eating and promote a calm, safe and happy environment for children to enjoy their ASC time experience.
- To assist with any other duties as from time to time which may be allocated by the Headteacher or AHTs commensurate with the grading/responsibility of the post.

Support for Pupils

- To provide a high standard of care for all children in the ASC.
- To actively encourage high standards of behaviour including table manners, turn taking in games and the correct use of resources.
- To administer first aid to children who are unwell or injured.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The job description may be amended at any time following discussion between the Headteacher and staff member and will be reviewed annually.