



Brilliance, through Bowsland Best

BOWSLAND GREEN PRIMARY SCHOOL

Job Title:	After School Supervisor.
Salary Grade:	Hay 11
Reports to:	Headteacher.
Working Relationships:	Children and their parents/carers who use the facility. Headteacher or Administrator
Job Summary:	To lead the planning, organisation and supervision of children to ensure their safety, general welfare and proper conduct between the hours of 3.00pm and 6.00pm.

Principle Duties:

1. Have the fullest regard for safeguarding of children.
2. To help to create a welcoming and supportive environment for the children.
3. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
4. To be responsible for the management of the behaviour of children.
5. To set up and tidy the venue before and after use and prompt children for taking responsibility for housekeeping.
6. To monitor attendance and success of children, especially those with particular needs.
7. To support the aims and ethos of the school.
8. To be aware of and support differences and ensure all children have equal access to opportunities.
9. To participate in training, other learning activities and performance development as required.
10. Administer first aid as appropriate in line with procedures.
11. Encourage parental involvement and support for the club.
12. Contribute to good communication with all members of the school organisation and with the wider community including parents.
13. The post holder will be expected to act as an adult role model and support school policies when dealing with children or visitors to the school.

To whom responsible:

Headteacher, Deputy Headteacher/SLT in her absence.

Dimensions

The After School Supervisor will have budgetary responsibilities in the purchasing of provisions for the club. They will be expected to work in partnership with an external sports coach who will be planning and providing activities for the children.

Job Context

The After School Supervisor will be one of the providers of supervision to support the effective management and operation of the facility.

Supervision and Work Planning

The After School Supervisor will receive general direction and supervision from the Headteacher and/or School Business Manager, but will be expected to use initiative to anticipate requirements and deal with situations as they arise.

Problems and Decisions

The After School Club Supervisor must exercise responsibility for the welfare and safety of the children at all times, intervening where necessary to ensure safe and proper conduct.

The After School Supervisor will be expected to respond appropriately to questions presented by the children being supervised.

Contacts

The After School Supervisor will be required to establish good working relationships with all school staff and families, while being sensitive to confidentiality requirements. There will be frequent contact with pupils, parents and school staff.

Knowledge, Experience and Training

Previous experience in working with children in one or more areas and ages would be desirable.

The ability to establish positive expectations of pupil behaviour, good relationships with staff and pupils, and sensitivity to pupils’ personal needs is important.

Good interpersonal skills.

First aid qualification (or willingness to undertake training).

Physical Effort

Some lifting of chairs and tables may be required.

Working Environment

All work will be undertaken in and around the school.

There may be some occasions when the postholder will be expected to attend to a pupil with soiled clothing due to sickness or toileting problems.

Some antisocial behaviour by children may be experienced but training will be given in the appropriate strategies for dealing with such behaviour.

The post will also involve some supervisory duties being undertaken on the playground or other external spaces in hot or cold weather conditions.

Equipment

PE equipment

ICT equipment

Basic food preparation/ supervision

General

This job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out. It is assumed that other duties of a similar level/nature undertaken within the school are not excluded because they are not itemised. The allocation of particular responsibilities may be amended from time to time and will be reviewed annually.

Special Notes or Conditions

The post holder will be subject to an enhanced Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act and all convictions or cautions must be declared. The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school’s child protection and behaviour management policy.

Whilst the caring hours are set, it is inevitable that at times, there may be a delay in the parents’/carers’ collection of their children. The post holder should be willing to work flexibly to deal effectively with such eventualities and ensure children are safeguarded and handed over safely to families.

REVIEW

This job description may be reviewed from time to time in consultation with the postholder in order to address changing circumstances or priorities within the school.

Postholder _____

Date _____

Headteacher _____

Date _____