



## JOB DESCRIPTION

<b>Title of Post:</b>	School Out of Hours Supervisor
<b>Grade:</b>	Grade 2
<b>Responsible to:</b>	School Business Manager, Head Teacher
<b>Purpose of Job:</b>	Acting as part of a team to take care and control of all the children attending After School Club. To maintain the safety, welfare and good conduct of children during the After School Club.

### Duties and responsibilities

- Planning, preparing and delivering quality play opportunities within a safe and caring environment, ensuring that the children have a sociable and enjoyable time.
- Providing comprehensive care for the children including collecting them safely from classes and ensuring they are discharged to an appropriate adult.
- Help set up and tidy the room at the beginning and end of each club
- Keep all toys and equipment safe and clean at all times
- Where necessary and appropriate, to lead games and activities with the children
- Providing snacks and refreshments and ensuring that food hygiene and health and safety standards are met.
- To clean up after sickness of children in line with school policy; to mop up and wipe spillage from the floor surfaces or meal tables and ensure that the eating area is left in a tidy condition.
- Administering basic first aid, as required (training will provided if necessary) and completing the relevant paperwork as required, ensuring parents/carers are aware of any injuries.
- To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement
- Facilitating good communication with all members of the organisation, parents, and schools.

- Undertaking appropriate and relevant training
- Ensuring at all times the physical and emotional security of all children, bringing to the attention of the Headteacher/Senior Teacher anything about a child which gives you cause for concern.
- Managing children's behaviour and rewarding good behaviour.
- Keeping the work environment healthy, safe and secure.
- Working within the framework of the school's policies and procedures.
- Understand and adhere to the school's confidentiality code at all times.
- Regularly check the toilets throughout and at the end of each session.
- Ensure the setting is clean and tidy at the end of each day.
- To provide pastoral care, guidance and routine advice to pupils as appropriate
- Attend relevant school meetings as required

## GENERAL

To participate in the performance and development review process, to take personal responsibility for the identification of learning and development opportunities and reflect on training needs for discussion with the line manager.

To comply with individual responsibilities, in accordance with work role, for health and safety, Safeguarding, Equal Opportunities and Data Protection in the workplace.

To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and Practice.

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

Signed .....

Signed .....

Name .....

Name .....

Date .....

Date .....