



## BEFORE/AFTER SCHOOL CLUB SUPERVISOR

<b>Job purpose:</b>	Leader for before/after school club
<b>Reporting to:</b>	Headteacher/Deputy Headteacher
<b>Responsible for</b>	Before/After school childcare
<b>Liaising with:</b>	Children, parents/carers other members of staff
<b>Grade of post:</b>	G3
<b>Disclosure level:</b>	Enhanced
<b>Job Outline</b>	
<ul style="list-style-type: none"> <li>• To provide care and supervision of children at all times, responding to their individual/special needs and ensuring safety and access to out of school hours learning/play/activities and safeguarding their health and well being.</li> <li>• To provide personal care and respond to hygiene needs if required.</li> <li>• To be responsible for the preparation and maintenance of equipment and materials necessary for the relevant activity as directed by senior school staff.</li> <li>• To establish constructive relationships with children, interacting with them according to their individual needs.</li> <li>• To monitor children's responses to out of school hours learning activities and record progress and achievement as directed.</li> <li>• To promote good behaviour in pupils, dealing promptly with conflict and incidents in line with established policy for out of school hours learning activities.</li> <li>• To promote inclusion and acceptance of all children.</li> <li>• To be responsible for day to day registration of the children.</li> <li>• To monitor payment of users through parent pay.</li> <li>• To follow up non-payments with letters.</li> <li>• To be responsible for staff liaising with EYFS to record progress and next steps.</li> </ul>	
<b>Other Specific Duties</b>	
<p>To carry out the duties in the most effective, efficient and economic manner available.</p> <p>To continue personal development in the relevant area.</p> <p>To participate in the schools staff review and development appraisal process.</p>	
<b>Health and Safety Training</b> To undertake Health and Safety Training on areas within your area of work.	