



PPAT Education	
JOB DESCRIPTION	
Job Title:	After School Club Supervisor
Reports To:	After School Club Manager
Grade:	15, scale points 3-4
Main Purpose of Job	
The duties of an After School Club Supervisor are to act as a member of the team, supervising pupils during the after-school club and to sustain the welfare and safety of pupils during that period. You are expected to keep matters concerning staff and children confidential, and to refer matters when necessary to the Headteacher.	
Main Responsibilities and Duties	
Key Responsibilities	
<ul style="list-style-type: none"> • To lead the day-to-day management and organisation of the After School Club. • To work with other staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment, regarding the individual development needs of the children. • Liaise with the school with regard to the needs of the children who attend the club. • To be responsible for the day-to-day administration and record keeping that includes maintaining records of attendance. • Develop professional working relationships with the school. • With support from the Headteacher monitor and evaluate the quality of the service. • Maintaining working relationships with other site users (particularly the school head teacher and the site cleaner). • To ensure that adequate standards of safety and hygiene are maintained throughout the after-school club, including the completion of appropriate risk assessments and recording and reporting of hazards and accidents. • To ensure that all staff work within the policies and guidance and procedures of the schools' policies. • To have due regard for safeguarding and promoting the welfare of children and young people and to follow the school's child protection and safeguarding policy. • To carry out any other duties which will be seen to enhance the work of the school's extended day services. • Ensure safeguarding procedures are implemented to protect pupils, staff, visitors and yourself. • To undertake any other duties commensurate with the role. 	
Qualifications Required:	
<ul style="list-style-type: none"> • No formal qualifications are required, but all candidates must have excellent spoken English. 	
Skills, Interests and Qualities:	
<ul style="list-style-type: none"> • Experience of working with children and ability to relate well to them. • Ability to organise and supervise activities for individuals and groups of children. • A patient and calm manner. • A firm but fair approach in matters of discipline. • A team player. • An enthusiasm to contribute ideas to further develop the play opportunities for the children. • Knowledge of basic first aid and willingness to deal with minor accidents. • An understanding that there is a legal duty of confidentiality within this role. 	
Agreed that the Job Description is a fair and accurate statement of the requirements of the job:	
Job Holder:	Date:
Line Manager:	Date:

JOB SPECIFICATION		
	Essential We are looking for someone who has	Desirable It would be great if you also have
Professional experience	<ul style="list-style-type: none"> • Experience of supervising children 	<ul style="list-style-type: none"> • Experience of working with children on a voluntary or paid basis • Experience of actively initiating and promoting play activities with children • Successful completion of relevant training course • Experience of working effectively as a member of a team
Professional knowledge and expertise	<ul style="list-style-type: none"> • Communicate clearly with staff and children. • Ability to work effectively as a part of a team. • Ability to motivate and positively interact with children. • React calmly and appropriately in an emergency, with the health and safety of both pupils and staff a prime concern. • Ability to maintain confidentiality 	<ul style="list-style-type: none"> • First Aid qualification
Personal Qualities	<ul style="list-style-type: none"> • Reliable • Calm and patient • Positive and enthusiastic • Good role model • Empathetic and approachable • Able to promote and maintain good relationships with children and staff 	
References	<ul style="list-style-type: none"> • Positive recommendation in professional references • Satisfactory health and attendance record 	