

# Role Profile: After School Supervisor

## Purpose

### Key Purpose of the Job

*To provide childcare, play and educational activities within the After School Club and administer club registers.*

## Key Accountabilities (6-8 max)

### To provide childcare, play and educational activities

- To plan, provide and supervise a variety of appropriate activities for the age range. To support where appropriate the completion of homework. To tidy up after each session and ensure resources are looked after.

### Administration and Communication

- Participating in administrative and organisational tasks related to such duties as are described above, registering the attendance of pupils and supervising them. To act as a liaison between the school and parents. Passing on any parent queries/concerns to the school office.

### Well-being, Discipline, Health and Safety

- Maintaining good order and discipline among the pupils and safeguarding their Health and Safety. Complete compliance training as and when is necessary. Promoting the general progress/wellbeing of any individual group of pupils assigned to you. To administer first aid as required and to record it in the schools electronic records. Ensure children are supervised at all times. Ensure children follow the schools acceptable use policy when using ICT. Ensure all gates & doors are secure.

### Staff Conduct

- Maintain high professional standards of attendance, punctuality, appearance, and conduct. Demonstrate positive and courteous relations with pupils, colleagues, parents and any external personnel. Adhere to school and Cognita policies. To actively engage in performance management. To actively engage in professional development activities. Carry out such other associated duties as are reasonably assigned by the Head.

## Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

## Person Specification

	Essential	Desirable
<b>Qualifications</b>	Has a Level 2 or 3 qualification in Early Years childcare.	
<b>Skills</b>	Has excellent communication skills Has effective organisational and planning skills Is a confident and competent user of ICT Displays a good understanding of a range of behaviour management strategies Is willing to work within the organisational procedures and processes and to meet the required standards for the role	Is resilient and demonstrates ability to work well under pressure Is flexible and adaptable; willing to follow direction and instruction in relation to the school's needs
<b>Experience</b>	Has worked previously with children in a similar setting.	Has a clear philosophy of primary education which puts the child at the centre of the process and recognises the necessity for stimulation, enjoyment and high standards  Has proven experience working with parents and colleagues in a positive and constructive manner
<b>Other</b>	Willingness to full participate fully in the extra-curricular life of our schools Is committed to meeting the needs of children, whatever their background or ability Displays warmth, care and sensitivity when dealing with pupils	Is committed to continual personal and professional development. Is reflective and learns from past experiences

### Key Stakeholders:

Internal – Head, SLT, HOD, Colleagues

External – Pupils, Parents

Signed: ..... Name (print): .....

Date: .....