

DUDLEY HOUSE SCHOOL

JOB DESCRIPTION: AFTER SCHOOL CLUB SUPERVISOR

RESPONSIBLE TO: HEADTEACHER

GENERAL RESPONSIBILITIES:

To organise and supervise a range of learning and play activities for children between the ages of 3 and 11 during After School Club, creating a structured environment that allows children to relax, play, and participate in a variety of activities in a stimulating and safe learning atmosphere.

MAIN RESPONSIBILITIES:

1. To organise and run the After School Club from 3:30 – 5:00pm, ensuring that a caring and stimulating environment is provided for children and good behaviour is maintained.
2. To prepare drinks and light refreshments for the children and clear away afterwards.
3. To organise, set up activities and supervise the children in the play areas outside:
 - Supervise pupils to and from the playground, ensuring they are adequately dressed for the prevailing weather conditions where necessary.
 - Organise and set up a range of stimulating and engaging outdoor activities.
 - Teach and model new games to pupils, participating when appropriate.
 - Ensure the children play together in a friendly, non-contact and non-threatening manner.
 - Supervise play activities and behaviour, ensuring pupil's safety and well being. Providing emotional support where necessary.
 - Prevent bullying, be aware of changes in friendships, encourage socialising, play etc.
 - Discourage any dangerous activities.
 - Ensure that inappropriate or challenging behaviour or language is dealt with in accordance with school policy.
 - Ensure that the use of the Adventure Playground is in accordance with guidelines.
 - Ensure all equipment is utilised in a correct and safe manner.
 - Ensure that pupils are supervised at all times.
4. To organise, set up and supervise a range of creative and physical learning and play activities inside:
 - Create a stimulating, calm and inclusive environment where children can happily engage in a range of creative and challenging activities.
 - Organise and supervise a range of games, art, craft, sports and play activities to engage and inspire children.
 - Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
 - Value each individual and make them feel safe, secure and happy.
 - Prepare and maintain equipment/resources and assist pupils in their use.
 - To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.

5. To ensure that registers are kept up to date and that children leave the group only with an authorised adult. To give accurate completed registers to the school administrator so that appropriate bills can be generated.
6. To take and pass on messages and information from parents to relevant member of staff.
7. To understand and comply with school policies and procedures relating to child protection, safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
8. Check on any visitors who may enter school premises in accordance with school guidelines, being observant and reporting any concerns to Headteacher.
9. Participate in training and other learning activities and performance development as required.
10. To follow the School's accident and injury procedures, administering first aid when required, ensuring that any pupils who suffer accident or injury are dealt with appropriately in accordance to agreed procedures.
11. To be aware of the School's Christian ethos, encouraging the children to adhere to these principles in their behaviour and by example.
12. To assist the Headteacher in other duties that fall within the scope of this post when required.