

# DUDLEY HOUSE SCHOOL

JOB DESCRIPTION: FRIDAY CLUB SUPERVISOR

RESPONSIBLE TO: HEADTEACHER

## GENERAL RESPONSIBILITIES:

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

## MAIN RESPONSIBILITIES:

1. To manage and organise the Friday Club each week.
2. To ensure that a caring and stimulating environment is provided for children that takes into account individual development needs and enables children to reach their full potential.
3. To prepare the dining hall and supervise children eating their lunch:
  - Putting out tables and wiping them clean.
  - Assist/supervise pupils with general hygiene requirements (hand washing & toileting) before entering the dining hall.
  - Assist smaller children to open and unwrap items in their lunchbox.
  - Encourage children to eat well and sensibly.
  - Be aware of pupils on special or restricted diets for medical reasons from information provided at the school.
  - Assist children to clear away their lunch and prepare them for their next activity.
  - Ensure that a calm atmosphere and good behaviour are maintained.
  - Encourage social skills and good table manners.
  - Supervise and help children clean and tidy tables, sweep the floor & clear rubbish.
  - Use appropriate discipline to deal with incidents and bad behaviour. Report incidents to Headteacher or class teachers when necessary
4. To plan, prepare, organise and 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.
  - Plan, prepare and organise a range of stimulating and engaging outdoor activities to develop different skills and areas of learning.
  - 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.
  - Monitor the use of balls and other equipment.
  - Ensure that pupils are supervised at all times.
5. To plan, prepare, organise, set up and supervise a range of creative and physical learning activities inside:
    - Create a stimulating, calm and inclusive environment where children can happily engage in a range of creative and challenging activities.
    - Plan, prepare, organise, and supervise a range of games, art and craft, cooking, play and sporting activities to engage and inspire children.
    - Set up activities for the afternoon and tidy away afterwards.
    - Encourage pupils to interact with others and participate in a range of activities.
    - 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 drinks and light refreshments for the children and clear away afterwards.
    - 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.
  6. Check on any visitors who may enter school premises in accordance with school guidelines. Be observant and report any concerns to Headteacher.
  7. 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's administrator so that appropriate bills can be generated.
  8. 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.
  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.