

Job Title: Pre/Afterschool Supervisor

Pay Scale: NJC 5 - 10

Location: CLOUDSIDE ACADEMY

Line Manager: Samantha Grogan/Jodie Milson

Job purpose:

To oversee the day to day running of the Pre & Afterschool care centre. To ensure a safe and stimulating play environment and to encourage the development of opportunities which encourage children's social, physical, intellectual, creative and emotional development through play within a safe happy and healthy environment.

Duties and Responsibilities:

- Supervision of the team to ensure the provision offers a safe and stimulating play environment in which children are able to play freely and that all activities are delivered in accordance with and adhere to club policies and procedures.
- Manage daily registers and payments on School Comms.
- Liaise with parents and other users of the provision and be the first point of escalation for any queries
- Responsible for the planning, preparing and delivery of high-quality activities, which meet children's individual developmental needs.
- To work face to face with the children registered with the club.
- To promote acceptable standards of behaviour in compliance with laid down procedures.
- Ensures good order and discipline amongst children and pupils, safeguarding their health and safety.
- To assist and oversee the preparation of healthy and nutritious refreshments for the children.
- To ensure you and the Pre/Afterschool Assistants follow guidelines and procedures for child protection as recommended by the school policies.
- To adhere to and uphold the school's confidentiality policy.
- To carry out some light domestic duties as required.
- To order/audit appropriate resources to meet all children's needs.
- To order food and drink ensuring allergies are taken into account

Influencing and Managing Relationships:

- Headteacher
- External agencies, such as sports coaches and behaviour mentors
- Parents and carers
- Senior Leadership Team

- Staff

Other Academy Specific Responsibilities:

- To manage School Comms for Shine Club

As job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and individually take responsibility for doing so.

At L.E.A.D we have a strong vision and four core principles, to lead, empower, achieve and drive, which you will be expected to demonstrate in your working practices.

Pre/Afterschool Supervisor Person Specification

This job description lists the competencies expected of an experienced/fully trained post-holder. The two right hand columns provide guidance for the appointment of new staff. (E = Essential criteria, D + Desirable criteria)

		E	D
Qualifications and Attainments	<ul style="list-style-type: none"> • A level of numeracy and literacy sufficient to carry out the duties of the post. • Qualification in child related subject • First Aid qualification or willingness to attend training 	E E	D
Skills and knowledge	<ul style="list-style-type: none"> • Able to plan a range of exciting activities and oversee other staff to support there delivery • Able to motivate others to work towards and achieve targets • Able to order, prepare, distribute and clear away refreshments • Able to use own initiative • Able to work as part of a team and contribute towards its success • Able to prioritise own workload and work to deadlines • Able to exercise confidentiality when necessary 	E E E E E E E	
Experience	<ul style="list-style-type: none"> • Experience of working with children. • Experience of supervising others 	E E	
Personal Attributes	<ul style="list-style-type: none"> • Excellent interpersonal skills to communicate with the team and children attending the provision • Have a positive attitude to personal development and training • Be able to work in ways that promote equality of opportunity, participation, diversity and responsibility 	E E E E	

Additional Requirements	<ul style="list-style-type: none"> • This role is subject to an enhanced DBS • Willing and able to work outdoors in inclement weather conditions, i.e., hot or cold 	E E	