

PREP SCHOOL AFTER SCHOOL SUPERVISOR

Job Description

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.

Summary of the role	<p>Job Title: After School Supervisor</p> <p>Location: Bedford Prep School, De Parys Avenue, Bedford</p> <p>Job Purpose: To supervise boys in the prep School after school room (the 'late room') ensuring they are managed in a safe environment and assist with parental queries. The late room is a facility for prep school pupils (who are age 7-13), where they can undertake homework prior to being picked up from school. To assist parents with lost property.</p> <p>Reporting Line: Prep School Headmaster</p> <p>Hours: 3.30pm – 6.00pm Monday to Friday, term time only but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998).</p> <p>Salary: up to £5,070 per annum (£20,000 full time equivalent)</p>
Main duties and responsibilities	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the After School Supervisor are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> • To supervise boys in the Prep School late room and ensure a welcoming environment is maintained, which is appropriate for boys to undertake homework in • To be responsible for the safety and welfare of pupils whilst in the late room and to raise any concerns with the relevant member of teaching staff • To be aware of and comply with policies and procedures relating to safeguarding and child protection, health and safety, security and confidentiality • To ensure there are appropriate standards of behaviour within the late room and to report any concerns to the appropriate member of teaching staff • To register pupils in and out of the late room and ensure the whereabouts of pupils are known at all times • To administer minor first aid or deal with health requirements as needed and to maintain any necessary records (subject to suitable training and instruction being provided)

	<ul style="list-style-type: none"> • To assist pupils and parents with general queries or follow up on enquiries as appropriate • To assist with lost property before late room starts • To attend relevant training as required • To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information • To promote and safeguard the welfare of children using the late room and more widely within the school • To undertake duties that may be reasonably assigned by the prep School Headmaster (directly or indirectly) <p>In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the Prep School Headmaster.</p> <p>The job holder will be responsible for ensuring that their working knowledge and skill base is kept up-to-date.</p>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – After School Supervisor

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good standard of general education	Relevant childcare qualifications Qualified first aider	<i>Certificates</i>
Experience	Experience of supervising children	Experience supervising children in a school or educational setting	<i>Application form and references</i>
Skills and Knowledge	Strong interpersonal skills, including the ability to relate well to people on all levels The ability to articulate and communicate clearly in a professional manner Effective organisational and time management skills. Able to prioritise and remain calm under pressure Good level of ICT skills		<i>Application form, references and interview</i>
Personal competencies and qualities	Able to manage and gain the respect of groups of children Flexible with a helpful, 'can-do' approach		<i>Interview and references</i>