



Midsomer Norton
Schools Partnership

Job Description – After School Care Supervisor

Grade 3

Responsible to: Head Teacher

1. Purpose of Job

The primary purpose of this post is to promote and support a range of active play opportunities before and after school. The post holder will also be responsible for assisting in the planning and preparation of a programme of activities and in the completion of all relevant paperwork and administration and will include:

- Provide safe, creative and appropriate play opportunities.
- Ensure that all activities are carried out within an equal opportunities framework.
- Undertake any necessary training.
- Encourage community-wide participation and activity planning and delivery.
- Develop and maintain good relationships and communications with parents to facilitate day to day caring needs.
- Encourage parental involvement and support through the development of effective working relationships.
- Consult with the children and involve them in the planning of activities.
- Ensure that activities are carried out in a safe and responsible manner.
- Ensure that food provision is carried out within the guidelines of the Food Safety Act 1990.
- Ensure that a wide range of creative and enjoyable activities are offered.
- Ensure that play meets the full range of children's individual and group needs.

2. Main duties and responsibilities

1. To assist in planning, preparing and taking part in activities to stimulate and support children's intellectual, physical, social, language, emotional and play development.
2. To be responsible for promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
3. To prepare, serve and clear up after adequate refreshments, having due regard to health and safety in food preparation. To include awareness of the school's healthy school status and policy.
4. To set out and clear away equipment, encouraging the children to help as appropriate to promote independence.
5. To be familiar with and comply with the school's policies and procedures that impact on the duties of the post holder.

6. To work with the Headteacher to ensure the health, safety and well being of children. To include reporting any incidents/accidents to the Headteacher and any issues concerning discipline or health and safety.
7. Where appropriate, to help maintain an accurate attendance register, including ensuring children leave the premises with the adult designated on the registration form.
8. To be responsible for filling in the log book and accident/discipline books with relevant information.
9. To help maintain all supplies of provisions and materials in order to provide a range of activities and appropriate refreshments where necessary.
10. To inform the class teacher and Head Teacher of any relevant incidents/information at handover time.
11. To assist with cleaning duties at the end of the session.
12. To undertake other relevant duties allocated at the discretion of the Headteacher or other designated supervisor.

3. Qualifications and experience

Essential

Able to demonstrate a reasonable standard of education with proficiency in literacy and numeracy to GCSE level or equivalent.

All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare.

An ability to relate well to both children and adults.

Desirable

A willingness to undertake the NVQ2 in Play Work or NVQ2 in Early Years Care and Education or equivalent qualification (i.e. NNEB, Teaching Assistant qualification)

Level 2 Food & Hygiene Certificate.

Appropriate knowledge of first aid.

Evidence of working constructively as part of a team.

4. General

The post holder will be expected to undertake any initial training provided by the Service/School and undertake any appropriate training provided to carry out any of the above duties.

This job description only contains the main accountabilities relating to the post and does not describe in detail all the duties required to carry them out.

Midsomer Norton Schools Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check is required prior to appointment.

The post holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of the Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.

The post holder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.

Post Holder:

Line Manager:

Name:

Name:

Signature: _____

Signature: _____

Date: _____

Date: _____