Role Profile

**Job Title: After School Supervisor**

**Name:** …………………………………………..

**School:**  Salcombe Preparatory School

**Role Outline**

**Key Purpose of the Job**

***To provide childcare, play and educational activities within the After School Club.***

**Key Accountabilities**

* To be responsible to the School Business Manager.
* To plan, provide and supervise a variety of appropriate activities for the age range.
* To build and maintain good relations with pupils, parents and teaching and non-teaching staff.
* To carry out day to day administration – e g maintain a register of the children attending each session, and to liaise with the Business team re attendance, membership etc.
* To be responsible for setting up and clearing away for each session.
* To be responsible for securing the premises on departure.
* To be familiar with and follow the schools policies and procedures.
* To act as a liaison between the school and parents.
* To participate in arrangements made for appraisal.
* To undertake additional duties at required by the Head Teacher.
* Passing on any parent queries/concerns to the school office
* The supervisor will not leave the premises until all the children are collected.

**Safeguarding**

The job holder’s responsibility for promoting and safeguarding the welfare of children and young person’s for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding - Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School’s Child Protection Officer/Designated Safeguarding Lead or to the Head or indeed to the Regional CEO so that a referral can be made accordingly to Children’s Social care and/or the Local Authority Designated officer.

* To comply with safeguarding policies, procedures and code of conduct
* To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
* To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
* To engage in safeguarding training when required.

Signed ……………………………………………………………………. (Post holder)

Signed ……………………………………………………………………. (Head)

Date ……………………………………………………………………….