

Job Description

Job title: After School Club Assistant Supervisor
Grade: H3
Reporting to: After School Club Supervisor

Purpose of the job

To lead a room within the After School Club, overseeing the work of a small team of after school club assistants.
 To supervise and seek to ensure the safety and welfare of pupils at the After School Club.
 To liaise with the After School Club Supervisor and assist her in the overall organisation of the club.

Responsibility

- Supervise the children during the After School Club session. This could be in various areas including outdoors.
- Attend to pupil's personal needs, including social, health, hygiene, first-aid and welfare matters.
- Direct and supervise the other adults in the room.
- Maintain an acceptable standard of behaviour among children, in line with the school's behaviour policy.
- Ensure children are playing safely and deal with problems as they arise.
- Deal with injuries and accidents – reporting incidents as appropriate.
- Promote a positive attitude towards outdoor play, leading activities where appropriate.
- Ensure that the areas used by the After School Club are cleaned and tidied daily at the end of the session.
- Assist the After School Club Supervisor with the planning and delivery of activities and meals.
- Liaise with parents/carers as needed.
- Participate in training and other learning activities as required.
- Be committed to and follow the school's policies and procedures for child protection and security, reporting any concerns to the After School Club Supervisor or DSL.

Knowledge/Experience	Skills/Personal Qualities
Full enhanced DBS check First Aid qualification (or willingness to train) Food hygiene certificate (or willingness to train) NVQ level 2 (or equivalent) Experience of working with young children Experience of leading a small team Commitment to the school's Christian ethos Commitment to safeguarding	Basic literacy and numeracy skills Communication skills Team-working Positive outlook Commitment to school's policies and procedures Reliability Able to motivate children and lead play activities Able to use initiative