**Job Description**

**After School Supervisor**

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| Job Category: | Educational Support Staff |
| Reports to: | Headteacher or member of Senior Management (or other designated person) |
| Grade | 3 |
| Line manages: | After School Assistants |

**Purpose of the Role**

To be responsible to the Headteacher, through the Line Manager, or other designated person, to support in the provision of high-quality experiences within the after-school setting.

**Key Duties and Responsibilities**

* Line manage the After School Assistants and organise duty rotas.
* Provide an appropriate curriculum which meets the needs and interests of children attending the club.
* Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities meeting group and individual needs. Helping with homework tasks.
* Prepare snacks as required.
* Keep up to date with latest child care developments.
* Clear away equipment after children have left. To ensure good hygiene standards are maintained at all times, and uphold the requisite health and safety standards.
* Promote development and learning (physical, emotional, educational and social). Foster growth, self-esteem and independence, observe and record development.
* Support those with special needs.
* Carry out reasonable personal care/hygiene duties and administer basic first aid.
* To ensure every child is collected by the appropriate adult.

**General**

* The postholder is expected to fully engage with the Trusts performance management process.
* To demonstrate the core values of the school and Trust at all times.
* To attend staff meetings and Trust-based INSET as required.
* The postholder is required to carry out the duties in accordance with our Health & Safety policies and procedures.
* To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
* The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

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| Signed: |  | Date: |  |

**CIT is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment**