

## **Birchfield Community Primary School**

### **Job Description: After School Club Supervisor**

**Main Purpose: To provide safe, high quality play opportunities and care for children and be responsible for the day to day organisation and operation of the club.**

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#### **MAIN RESPONSIBILITIES AND DUTIES**

1. To be responsible for providing a high quality of activities, ensuring that the staff are properly deployed and offer appropriate stimulation and support to the children.
2. To provide safe, creative, appropriate play opportunities, preparing and organising the activities programme.
3. To promote Learning through Play.
4. To provide full care for the children including collection of children from school (where appropriate) and the safe delivery to parents and/or named carers. This may include providing refreshments.
5. To ensure that the Club is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively.
6. To ensure records are properly maintained e.g. accident and incident book.
7. To administer First Aid as appropriate.
8. To carry out day to day administration and record keeping.
9. To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children's progress and encouraging parental involvement.
10. To initiate close liaison with parents, school representatives and other childcare and play related agencies including the Early Years Development and Childcare Team.
11. To ensure that all legal and statutory requirements are implemented, and provide reports as required.
12. To contribute to and implement all club policies and procedures.
13. To attend meetings as appropriate
14. To carry out all responsibilities and activities within an equal opportunities framework.
15. To work within agreed policies and practices, including behaviour management, child protection, equal opportunities and Health & Safety

#### **General**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.