

## Out of School Club Supervisor

### Job details

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Job title: **Out of School Club Supervisor**

Reporting to: **Out of School Clubs Manager**

I agree that this document is a true account of my roles and responsibilities.

Signature:

Date:

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### Job description

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Purpose of the post: To ensure the delivery of an effective after school childcare programme, whilst adhering to the Policies & Procedures of Great Western Pre-School.

- Ensuring confidentiality is maintained in each service.
- Having key-holder responsibility if required.

#### **COMPANY RESPONSIBILITIES:**

- Promote and support the aims of the Company.
- Develop and maintain effective working relationships with the persons to whom you report.
- Co-operate with colleagues to promote a cheerful, open and supportive environment.
- Carry out your duties in a careful and professional manner using initiative.
- Respect strict security guidelines with regard to child safety and protection.
- Follow procedures for the areas in which you are working.

Main duties and responsibilities:

- Plan and oversee a varied programme of games and activities in conjunction with colleagues.
  - Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies.
  - Prepare and assist with serving of refreshments to children.
  - Take responsibility, along with other staff, for the Health and Safety, accident prevention and smooth running of emergency procedures for both children and other members of staff.
  - Take responsibility, with other staff members, for following the club's registration and departure procedures.
  - Understand and follow the club's Child Protection Policy.
  - Assist with the setting out and clearing up of club equipment.
  - Carry out administrative and financial record keeping in line with the club's agreed procedures.
  - Carry out any reasonable requests from the clubs Manager.
  - Provide safe, creative, appropriate play opportunities in a caring environment.
  - Create an environment in which play occurs naturally and is appropriate to the age and ability of the children.
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- Encourage parental support for the club through participation.
- To undertake weekly advanced planning of activities.
- Ensuring that the preparation, care, cleanliness and maintenance of the premises and equipment are carried out according to the Policies & Procedures and risk assessments.
- Recording and monitoring accident, incident and risk assessment records.
- Attending staff meetings at times appointed by the Line Manager.
- Offering all children equal opportunities with regard to their religious persuasion, racial origins, gender, disabilities, cultural or linguistic background; in particular, challenging situations where racism or discrimination is displayed.
- To participate in one to one supervisions and appraisal with line Managers and to promote and sustain own personal and professional development.
- To promote and protect the professional reputation of Great Western at all times.

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General requirements:

- The post holder must at all times carry out his/her responsibilities with due regard to the Great Western Pre-School policy, organisation and arrangements for Health and Safety at Work.
  - It is your responsibility to carry out your duties in line with the Great Western Pre-School policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.
  - You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with in the nursery.
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## Person Specification

	Essential	Desirable
<b>Qualifications</b>		
1. Education to industry specific level 3 qualification or equivalent or above or working towards this qualification.	✓	
2. Commitment to continuing professional development.	✓	
<b>Experience</b>		
3. Experience of working with school age children.	✓	
4. Experience of liaising with parents and Leading a team .	✓	
5. Experience of record keeping and maintaining confidentiality.	✓	
<b>Knowledge</b>		
6. Knowledge of child development, learning and related theory and practice including behaviour management.	✓	
7. Knowledge of current legislation and procedures relating to the Children Act, SEN code of practice, inspection framework, H&S and Child Protection.	✓	
8. Knowledge of working positively with parents and the local community.	✓	
9. Knowledge of Health & Safety issues and legislation.	✓	
<b>Skills</b>		
10. The ability to plan, deliver and assess the activities in a meaningful way to meet the needs of individual children.	✓	
11. Ability to communicate effectively and prepare clear information for parents/carers both written and oral.	✓	
12. Ability to use computer based systems including word processing & spreadsheets.		✓
13. Ability to work as part of a team and lead a team.	✓	
14. Willing to work flexibly to meet the needs of the club.	✓	