



## JOB DESCRIPTION

<b>Title:</b>	Out of School Supervisor
<b>Grade:</b>	D
<b>Responsible to:</b>	Senior Admin Officer/Headteacher
<b>Purpose of the Job:</b>	To assist the line manager with the management and operation of the Out of School Cub service for children ensuring that they can develop personally, socially and educationally in a safe, caring and challenging environment. The Out of School Club service may be available before and/or after school and/or during the school holiday periods.

### Duties and Responsibilities

#### Administration:

- Maintain accurate records of attendance, registration and any other service documentation in a secure manner ensuring retrieval of information in a timely fashion and the smooth running of the service.
- Ensure the service meets the care, play and educational needs of the children effectively and efficiently, as well as satisfying government guidelines.
- Undertake the duties of the role in accordance with the correct procedures relating to the Childrens' Act; OFSTED standards; Child Protection and Health and Safety issues.
- Liaise with relevant outside agencies to maintain legal and professional standards and work within the Ofsted framework.
- Assist the line manager with the promotion of the service and seek marketing opportunities to raise the club's profile to ensure on-going viability of the service.
- Participate in the school's performance management system and undertake additional appropriate training as and when required.
- Participate in meetings with the Senior Admin Officers/Headteacher to discuss present and future needs of the service provision and contribute to it's overall development.
- Prepare rooms and resources in advance and ensure that play equipment, materials and refreshments are set up at the beginning of the session and cleared away and safely stored at the end of the session.
- Manage levels of stock, particularly refreshments and inform line manager before anything runs out.

#### Staff Management:

- Run regular staff meetings and take further action where required.
- Ensure the supervision, motivation and co-ordination of the Out of School Assistants to achieve an effective, efficient and consistent service ensuring regular review so that they carry out their duties in accordance with their role profiles.
- Lead performance management meetings for all Out of School Assistants.
- Instruct and direct staff on correct procedures relating to the Children's Act, Ofsted standards, Child Protection, Equalities and Health & Safety issues.
- Ensure all staff adhere to the School's policies.
- In conjunction with the Senior Admin Officers, ensure the delivery of in-service training, off and on site, for all staff, to ensure the team operates in an effective and efficient way against agreed quality standards and defined practices and procedures.
- Support new staff with their induction by ensuring they are given appropriate training. Document all training provided.
- Liaise with school staff where necessary and appropriate

### **Support for children:**

- Be responsible for producing weekly activity plans which are based on the children's interests and cover a wide range of skills/areas of learning.
- Plan and set-up balanced, stimulating, creative, secure and safe play activities suited to the age ranges, learning needs and abilities of the children using the service and encourage those children to participate.
- Engage with all children and ensure their needs are being met.
- Planning folder to be updated weekly and easily accessible to the Senior Admin Officers/Headteacher
- Ensure the children use all equipment correctly and safely.
- Model good behaviour at all times and demonstrate how to use resources in a positive way.
- Use positive praise in line with the school's behaviour policy.
- Manage children's behaviour in line with the club/school's behaviour policy and liaise with parents/carers where necessary.
- Supervise children's basic hygiene arrangements.
- Assist children with the selection and distribution of refreshments.
- Encourage independence amongst all children, particularly with the getting out and clearing away of resources/refreshments.
- Encourage play between all children at all times.

### **Support for Parents:**

- Establish and maintain effective working relationships with parents/carers and other childcare agencies/groups.
- Responsible for communications to parents/carers regarding the out of school club.
- Ensure information is given to parents/carers in a timely manner.
- Ensure all parent/carer queries are dealt with promptly and solutions are reached.
- Ensure all children are signed in/out of each club each day.
- Monitor late collections and inform Senior Admin Officer (Finance)

### **Health & Safety:**

- Under the direction of the line manager, routinely inspect the condition of play equipment and other resources to ensure they are in safe and usable condition, ensuring the line manager is informed of any issues.
- Ensure the safe storage of equipment and materials (e.g. labelling boxes) and assist in the maintenance of appropriate records.

### **Welfare:**

- Provide full care for the children as required including dealing with bodily fluids.
- Ensure effective liaison with parents/named carers and other childcare agencies on educational and care/medical matters encouraging parental/carer involvement and support in the provision of the service.
- Administer essential first aid when required, ensuring that procedures are adhered to and the appropriate action is taken and forms completed in the event of an accident. (training provided)
- Understand the medical conditions/additional needs of appropriate children and understand special procedures surrounding these children.
- Manage and update the club's medical information and ensure all medication is in date

### **Safeguarding:**

- Ensure the management of escorting/transporting children to and from the school/agreed point/classrooms/club and ensure safe delivery to the parents/named carers.
- Maintain an accurate collection list (appropriate adults to collect each child)
- Follow all school policies and procedures relating to Safeguarding, Child Protection, OFSTED, Health and Safety, Equalities and any other relevant policies.
- Refer incidents to Children's Services (where appropriate and necessary)
- Be trained as a Designated Safeguard Lead

### **General:**

- Appropriate dress code at all times. Some uniform will be provided. (no slogans, ripped jeans)
- Ability to work as part of a team.
- Follow all school policies and procedures relating to Safeguarding, Child Protection, OFSTED, Health and Safety, Equalities and any other relevant policies.