

## After school care Supervisor Role/Person Specification

We are looking for a suitably qualified and enthusiastic person who has experience of working in the primary age range to run our after school care facility. The hours of work will be 14.45 – 18.30.

### Reporting Responsibilities

The After School Care Supervisor will report to the Head of Pre Prep.

### Main Purpose of the role:

- Take the lead in organising and managing the after school provision at St Hilda's School, which caters for children 4 – 11 years, and runs from 15.20 to 18.30 Monday to Friday, term time only.
- To initiate and develop imaginative approaches to meet the educational, social and recreational needs of the children.
- To be responsible for supervising and supporting a rota of teachers, developing and implementing a stimulating, nurturing and safe afterschool care provision, including the provision of a homework club.

Key Responsibilities	
<b>1. Supervisory Role</b>	<ul style="list-style-type: none"> <li>• To plan and provide an age-appropriate programme of opportunities, activities and events which meets the identified needs of children aged 4 – 11 years</li> <li>• To lead the after school care provision including responsibility for adequate staffing</li> <li>• To take the lead role in settling in new children, monitoring the children throughout the session and dealing with any problems that may arise</li> <li>• To liaise with school's Activities Co-ordinator to ensure the smooth integration of children between after school activities and the after school clubs e.g. dance</li> <li>• To provide a relaxed and happy environment for the children, by planning and providing a choice of play activities suitable to the age and stage of the children in your care</li> <li>• To oversee and contribute to the delivery of the programme, including the homework club, craft, music, storytelling, games and play</li> <li>• To liaise with kitchen staff in the provision of a varied menu of afternoon tea and to assist with preparation of tea</li> <li>• To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional</li> <li>• To further develop procedures and policies within after school care</li> </ul>
<b>2. Record Keeping and Reports</b>	<ul style="list-style-type: none"> <li>• To ensure that children's records and files are processed</li> <li>• To develop an after school care parents' handbook</li> <li>• To ensure that registers are checked and updated daily electronically and manually and that children leave the group only with an authorised adult</li> <li>• To ensure that a register for billing is accurately maintained and collated for billing each term.</li> <li>• To ensure the ASC booking form is accurate and available to parents.</li> <li>• To check ASC tab on the school portal has up-to-date information</li> </ul>

	uploaded, including the ASC form with the correct fees.
<b>3. Parental involvement: managing relationships and sharing information</b>	<ul style="list-style-type: none"> <li>To liaise directly with parents or carers regarding new children, any developments in relation to children in the club, and responding to any queries.</li> </ul>
<b>4. General</b>	<ul style="list-style-type: none"> <li>To answer the main school telephone and to greet &amp; direct any visitors to the school from 17.00 – 18.30 (after the office is closed)</li> <li>To follow the school's policies and procedures.</li> <li>Maintain a healthy, safe environment and ensure children feel protected, safe and secure.</li> <li>To be responsible for ensuring health and safety, including monitoring and checking equipment, ensuring safe play, recording of accidents and undertaking a termly fire drill.</li> </ul>

### Personal Specification

You will need to have the following qualifications, training and experience:

- Ideal, but not essential to hold, NVQ level 3 or equivalent, otherwise NNEB, CACHE level 3, or equivalent
- Current first aid certificate and food hygiene certificate is desirable
- Good level of numeracy and literacy
- 2 years post-qualification experience with proven success and 1 years relevant supervisory experience
- Knowledge and understanding of child development 4 –11 years and related issues.
- Experience and ability to write reports and maintain electronic records.
- Experience and ability to work as part of a team and independently
- Ability to make decisions, judgements and expectations within the limits of the role.
- Ability to provide a range of play opportunities to stimulate children's development and learning.
- Proactive and innovative approach to challenges and ideas, plus strong problem solving capabilities
- Thorough with strong attention to detail and a commitment to excellence
- Excellent communication skills in order to liaise with parents, staff and other
- Knowledge and understanding of equal opportunities
- Commitment to the St Hilda's Safeguarding policies and procedures

St Hilda's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to an enhanced Disclosure application to the Disclosure and Barring Services against the ISA barred list for Children.