

## Job Description: After School Club Supervisor

<b>Reporting to:</b>	<b>Business Manager</b>
<b>Location:</b>	<b>West London</b>
<b>Contract:</b>	<b>Permanent</b>
<b>Working Pattern:</b>	<b>5 hours per week - Term time only</b>
<b>Salary:</b>	<b>Ark Support Scale 1, Point 1-2 £21,815 - £22,206</b> <b>Pro rata</b> <b>Actual Salary: £2,594 - £2,641</b>

### The Role

To assist in day-to-day organisation of the After School provision at the academy providing high standards of care and play opportunities for children between the ages of 4 – 11 years old in a safe and secure environment.

### Key Responsibilities

- To maintain a safe and stimulation play environment and to assist with developing opportunities which encourage children's social, physical, creative and emotional development through play.
- Be responsible for the planning, preparing and delivery of activities.
- To keep a register of children attending and to carry out all administrative duties in accordance with the role.
- To supervise snack time with the children registered with the club.
- Administering First Aid as necessary and recording records within the remit of the School policy.
- Encourage good behavior by using praise and reward and taking action on poor behavior in line with the school policy.

### Other

- Actively promotes the safety and welfare of our children and young people
- Ensures compliance with Arks data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: After School Club Supervisor

## Qualifications

- NVQ level 2 or 3 in child care/play work or equivalent
- Pediatric First Aid Qualification

## Knowledge, Skills and Experience

- Excellent communication skills
- Recent experience of working with primary aged children
- Ability to work on own initiative
- Good organisation skills

## Behaviours

- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background.
- Professional outlook detailed orientated and able to multitask.
- A team player that can work collaboratively as well as using own initiative.
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement.

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*