



BERKHAMPSTEAD SCHOOL

Job Description

Job Title: After-School Club Supervisor

Reports to: Deputy Head, Head of Pre-Prep and Early Years and ultimately the Head Teacher

Position Summary

To take responsibility for organising and running the after-school provision between 3.30pm and 5.30pm

Does this position have (staff) supervisory responsibilities? No

Does this position have budgetary responsibilities? No

After-School Supervisor

Our school has two departments:-

- **Prep** (children aged 7 – 11) based in a building over the road. These children finish school at 3.45pm and those that are staying after school are brought across to Prep After-School Club (ASC).
- **Pre-Prep** (children aged 3 -7, including the Early Years). These children finish school at 3.30pm and those that are staying after school are brought through to the After-School Club (ASC) at around 3.40pm.

After-School Club Procedure:

- **At 3.40pm**, the Pre-Prep children line up and give their names to the ASC Supervisor who writes them on a special sign-in sheet for that day.
- There is always a second member of staff on duty too.
- Early Years children (Reception and Kindergarten) arrive a little later from their building, accompanied by an EY member of staff.
- Activities such as colouring and drawing, lego and games are available for the children.

- Parents ring the bell when they arrive to collect their children; one of the ASC staff acknowledges the parent, the children gather up their things and then shake hands with a member of staff who records the time they leave on the sign in sheet.
- Everything is cleared away at about 4.25pm ready for Tea-Time Club (TTC).
- One of the members of staff collects the tea from the kitchen.
- **At 4.30pm**, Prep, Pre-Prep Children and Early Years children join together for TTC.
- All children go to wash their hands before tea.
- The children sit at the tables and are given their tea; good behaviour is expected!
- All children collected after 4.30pm have the time they leave recorded in the 'Tea-Time' column, along with a tick in the 'tea' column if they have the tea.
- Sometimes, children arrive at ASC at odd times because they have been at a club and have not been collected. Some of these will have been signed up for tea and tea must be kept for them.
- After tea, they go out in the garden if the weather is good or into the Library for a film if not.
- **At 5.30pm**, after-school provision ends. Parents can be contacted if they haven't yet arrived.
- No child is ever left at school unattended, whatever the time. A member of the Senior Management Team is always on site and can be contacted if there is an uncollected child problem.

Role Attributes (Skills/Competencies/Behaviours – descriptor and explanation)

- **Interpersonal Skills** : Gets on with different types of people and interacts well with people at all levels. Is insightful about others; seeking to understand other people's views, and adapts own approach accordingly.
- **Communication Skills** : Listens effectively. Communicates clearly and consistently both verbally and in writing, adapting content to the task and audience.
- **Collaboration and Teamwork** : Works co-operatively to shared objectives – involving others when generating ideas, solving problems or making decisions. Is open to sharing best practice, information, ideas and solutions.
- **Quality Commitment** : Wants to do the best they can; setting high work standards for self and others. Seeks to understand the needs and priorities of others. Response flexibly to changing requirements.
- **Planning and Organisation** : Manages time effectively. Develops effective procedures. Focuses on the right things, balancing conflicting priorities and meeting deadlines.
- **Resilience** : Keeps calm and in control in difficulty and/or stressful situations. Is resourceful, flexible and optimistic when tackling challenging obstacles. Remains motivated and productive during periods of change or when under pressure.
- **Confidentiality and Integrity** : Respects and shows consideration for others. Builds a climate of trust and openness. Deals with information confidentially and with discretion.
- **Technical expertise and knowledge** : Applies a high level of technical expertise and experience to enhance job performance. Maintains and updates own technical knowledge. Is a respected and credible practitioner in own field.

Position Prerequisites (eg qualifications, experience)

- Experience working with children – whether paid or voluntary
- Basic knowledge of First Aid and Health and Safety
- Good literacy and numeracy skills and preferably qualifications
- ICT skills at basic level or beyond
- Training in relevant strategies eg literacy, sign-language an added advantage

This job description is not necessarily a comprehensive definition of the role and the job holder may be directed to undertake other such tasks or duties, which may be reasonably given to him/her from time to time. It may be subject to modification or amendment at any time after consultation with the post holder.

Additional Information:

Hours of Work : 3.30pm until 5.30pm 5 days per week
Term-time only
Start Date : February/March 2022
Salary Range: £10.35 – £11.36 per hour
Closing date: 28th January 2022

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.