

After school care Supervisor Role/Person Specification (Maternity Cover)

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 Headmistress and Activities Co-ordinator.

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	
1. Supervisory Role	<ul style="list-style-type: none"> • To plan and provide an age-appropriate programme of opportunities, activities and events which meets the identified needs of children aged 4 – 11 years • To lead the after school care provision including responsibility for adequate staffing • To take the lead role in settling in new children, monitoring the children throughout the session and dealing with any problems that may arise • 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 • 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 • To oversee and contribute to the delivery of the programme, including the homework club, craft, music, storytelling, games and play • To liaise with kitchen staff in the provision of a varied menu of afternoon tea and to assist with preparation of tea • To apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional • To further develop procedures and policies within after school care
2. Record Keeping and Reports	<ul style="list-style-type: none"> • To ensure that children's records and files are processed • To develop an after school care parents' handbook • To ensure that registers are checked and updated daily electronically and manually and that children leave the group only with an authorised adult • To ensure that a register for billing is accurately maintained and collated for billing each term.

3. Parental involvement: managing relationships and sharing information	<ul style="list-style-type: none"> • To liaise directly with parents or carers regarding new children, any developments in relation to children in the club, and responding to any queries.
4. General	<ul style="list-style-type: none"> • To answer the main school telephone and to greet & direct any visitors to the school from 17.00 – 18.30 (after the office is closed) • To follow the school’s policies and procedures. • Maintain a healthy, safe environment and ensure children feel protected, safe and secure. • 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.

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