



Post:	After School Club Supervisor (Twilight)
Responsible to:	Principal/Senior Management Team
Grade:	NJC Grade 2, Scp3 (pro rata per annum)
Terms:	variable/flexible days 45 weeks per year (term time) 3:00pm-5:30pm
Base location:	St Francis Catholic and Church of England Primary
Overall purpose:	To manage the operation of the Out of School Club 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.
Job description:	The job description will be reviewed regularly to reflect or anticipate changes to the role, commensurate with the salary and areas of responsibility. This job description is not necessarily a comprehensive definition of the post. It will be reviewed with the post holder at least once each year, and it may be subject to modification or amendment at any time, after consultation with the post holder.

Main Tasks

1. To provide a safe and stimulating environment for the children, with creative and appropriate play opportunities.
2. To run set activities and to be involved in activity planning and delivering.
3. To organise short / long term planning.
4. To ensure the safety of all those children at the club in the event of fire, fire drill and evacuation.
5. To oversee the everyday running and organisation of the club.
6. To provide equal opportunities in all aspects of the work and abiding by agreed policies.
7. To be responsible for ensuring that play materials and equipment are properly used, maintained and stored and for reporting any worn or damaged materials / equipment to the line manager.

8. To provide the hygienic provision of refreshments and light meals for the children recognising principles of a healthy diet and individual cultural needs.
9. To ensure that the areas used by the club are left tidy and clean.
10. To record incidents and accidents.
11. To develop good communications and relationship with children, parents and other professionals.
12. To undertake any reasonable duties as directed by the line manager.
13. To attend training courses as identified with the line manager.
14. To have knowledge and understanding of Child Protection Procedures.
15. To act in a professional manner at all times.
16. To maintain detailed, accurate budget and financial records for activities; to liaise with office staff regarding preparation of invoices.
17. Conform to health and safety requirements.
18. Adhere to setting policies and procedures.
19. To understand and have knowledge of equal opportunities and confidentiality.
20. To follow the guidelines and requirements set out in Ofsted Regulations 2008 including provision for EYFS.

Academy Values

Our academy values are Love, Courage and Friendship. These values are a significant part of our Christian ethos and therefore, all adults in the academy will uphold and model these values in the following ways:

Love

Selfless service to others – putting others before ourselves.

Adults who display the Christian value of love:

- have a sense of 'vocation' to their role and are fulfilled by the benefit that they bring to the academy community
- recognise their own particular gifts and are keen to find ways of using them for the benefit of others.
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Courage

Enduring in our commitment to what is right and true – not giving in to discouragement.

Adults who display the Christian value of courage:

- see the importance of standing up for their educational convictions, though equally are prepared to put long-term effort into the realisation of these convictions.
- will not give up on children and will persist in attempting to address the needs of the vulnerable.

Friendship

Working together to achieve shared goals – overcoming our differences.

Adults who display the Christian value of friendship:

- see the academy as a place where all are welcome.
- put newcomers at their ease in the staffroom and inspire children's learning, particularly those from troubled homes, because they fill them with a sense of belonging.

support each other ensuring that their actions do not have a detrimental effect on other members of the academy community's well-being

Diocese of Chichester Academies Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.