

Job Profile

St. Michaels CE VC First School				
Job Number	Post Title	Grade	Points	Date
AA7211	Out of School Hours Club Supervisor	Grade 5	420 NJC	Sept 2014

Reporting Relationships

Responsible to: Headteacher

Responsible for: [Insert direct reports job title/s]

School Purpose and Values

Learning is what we are about. We want our students to be fully engaged in their learning and to recognise that they have a part to play in their own education. To foster this our students are taught how to learn through the development of personal learning and thinking skills alongside co-operative learning. These skills provide the qualities needed for success in learning and life.

Purpose and values of the Out of Hours School Club

The governors of the school wish to provide parents the opportunity to place their children in a safe, warm and stimulating environment outside of the formal school day. It is the Governors intention that the club will support this ambition and provide this service in a professional and enjoyable manner.

Statement of Purpose

To work under the direction and instruction of senior staff to ensure and monitor the safety and good behaviour of students at the club, ensure that that they have a positive experience, supervise other club worker(s) and manage the business element of the club.

Support to Pupils, Parents and the Community

- Ensure the welfare and safety of the students in accordance with school policy and procedures.
- Be the appointed First Aider. Summon help, where necessary, in case of injury or illness and provide basic first aid for minor injuries.
- Report any accidents to senior staff, completing written accident reports as required.
- Report any behaviour incidents to Heads of House, for them to follow up, maintain a record of these incidents.
- Provide appropriate student supervision.
- Liaise with senior staff to ensure the club is maintained to Ofsted standards of care.
- Promote good behaviour within the club in line with school policy.
- Ensure that a daily register is taken.
- Maintain student data in line with school policies.

Support to Other Staff

- May line manage at least one other member of staff.

- Organise and supervise the work of other club staff.
- Set a good role model in terms of dress, punctuality, behaviour and attendance.

Support Organisational Management

- Manage club member numbers, reporting to senior staff regularly.
- Ensure that the club area is cleaned at the end of the session and is ready for normal lessons.
- Participate in training and development activities as required.
- Contribute to the promotion of the club in order to maximise usage and continued success.

Support to Resources:

- Ensure that the club's dining equipment is safely and hygienically maintained.
- Organise resources and equipment daily and undertake an annual audit of equipment.
- Be responsible for the administration of the club including:-
 - Preparing of invoices to parents
 - Ensuring payments are received in a timely fashion and chasing late payments.
 - Ensuring student data is collected and maintained up to date.
 - Ensuring student data is kept securely in compliance of data protection guidelines and the school's policies.
 - Managing parent : club contracts.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management policies and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Add:

**Person Specification
Out of School Hours
Club Supervisor
Level 2**

Minimum Criteria for Two Ticks *	Essential Criteria	Measured by
	Experience: <ul style="list-style-type: none"> • 3 years experience of supervising students. • 3 years experience of supervising staff. • 3 years experience of organisational administration. 	I
	Qualifications / Training: <ul style="list-style-type: none"> • Full First Aid Certificate • Lifting and Handling Training • NVQ Level 2 or equivalent or experience in relative discipline. 	AF/I
	Knowledge/Skills: <ul style="list-style-type: none"> • Good communication skills. • Ability to organise, lead and motivate other staff. • Good ICT skills. • Very good Numeracy and literacy skills. • Ability to work well with children and adults. • Good organising and prioritising skills. • Methodical and good attention to detail. • Demonstrates the understanding and ability to maintain a safe and hygienic working environment. • Maintenance of a professional, clean and hygienic appearance. 	
	Behavioural Attributes: <ul style="list-style-type: none"> • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas 	AF/I

	and developing new skills.	
--	----------------------------	--

AF = Assessed at Application Form

I = Assessed at Interview

T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***



If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol**, which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480