

Job Description

Before School and After School Club Supervisor

These are separate positions and the applicant is more than welcome to apply for the posts individually

Post Title:	Before School Club Supervisor After School Club Supervisor
Base:	Pocklington Junior School
Salary	NJC SCP 05 £24,790 (this will be pro-rata for part time and term time only working)
Line Management:	People and Estates Lead / Headteacher
Contract:	• Before School Supervisor: 5 hours per week, Monday to Friday, 7.20am to 8.20am • After School Club Supervisor: 4 hours per week, Monday to Thursday, 3.00pm to 4.00pm • Extended After School Club Supervisor: A temporary trial of 4 hours per week, Monday to Thursday, 4.00pm to 5.00pm; to be discussed at interview

Core Purpose:
• To provide a happy, safe and controlled before and after school club provision for children at Pocklington Junior School. • Supervising and providing a safe and stimulating play environment for children • Organising play activities and actively supervising the pupils to ensure their wellbeing, good behaviour and safety

Main Duties & Responsibilities:
Childcare & Supervision • Supervise and engage children before and after school in a safe and caring environment. • Plan and deliver a range of age-appropriate activities (e.g., games, crafts, sports, quiet time). • Promote positive behaviour and encourage children to develop independence and social skills. • Ensure children are safely handed over to and from parents/carers and teaching staff. • Assist with snacks/meals, ensuring dietary needs and food hygiene standards are met. Safeguarding & Safety • Follow safeguarding procedures and report concerns to the Designated Safeguarding Lead (DSL). • Maintain a safe and secure environment, carrying out daily checks of equipment and play areas. • Administer first aid when required and record/report incidents appropriately. Organisation & Administration • Help with the setting up and tidying away of resources and equipment. • Keep accurate registers of attendance and records of incidents/accidents. • Support the effective running of the club in line with school policies and procedures.

Teamwork & Communication

- Work collaboratively with colleagues to deliver a consistent and high-quality service.
- Communicate effectively with parents/carers, providing feedback where appropriate.

Other Duties and Responsibilities

- Any other duties commensurate with the general level of responsibility of the post that the Headteacher may from time to time ask the post-holder to perform..

PERSON SPECIFICATION

Criteria	Essential	Desirable	Evidence
Qualifications and Experience			
Willingness to undertake training	X		A/I
Experience of working with children		X	A/I
Experience of encouraging positive behaviour and supporting children's social development		X	A/I
Professional knowledge and understanding, skills and attributes			
Good verbal communication and interpersonal skills – ability to communicate with children, colleagues and parents	X		A/I
Understanding of Safeguarding in schools, and suitable to work with children and young people	X		A/I
Commitment to comply with school policy	X		A/I
Ability to use own initiative and work with minimum supervision	X		A/I
Ability to engage children in safe, fun and stimulating activities	X		A/I
Personal skills/attributes			
Good team player	X		A/I/R
Personal flexibility and reliability	X		A/I/R
Interpersonal and communication skills	X		A/I/R
A sense of humour	X		A/I/R
A calm, confident and resilient approach	X		A/I/R
A commitment to safeguarding and promoting the welfare of children and young people	X		A/I/R
Patient, caring and able to build positive relationships	X		A/I/R
Enthusiastic, approachable and supportive	X		A/I/R

A= Application; C = Certificate; R = Reference; I = Interview

The role will be regularly reviewed and amended as required, in consultation with the postholder.

Note - This person specification is not necessarily a comprehensive definition of the post.



The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. An enhanced DBS disclosure is required for all posts.

Child Protection Policy

Pocklington Junior School fully recognises its responsibilities for child protection. Our policy applies to all staff, governors and volunteers working in the school. There are five main elements to our policy:

- Ensuring we practice safe recruitment in checking the suitability of staff and volunteers to work with children.
- Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
- Developing and then implementing procedures for identifying and reporting cases, or suspected cases, of abuse.
- Supporting pupils who have been abused in accordance with his/her agreed child protection plan.
- Establishing a safe environment in which children can learn and develop.

We recognise that because of the day-to-day contact with children, school staff are well placed to observe the outward signs of abuse. The school will therefore:

- Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.
- Ensure children know that there are adults in the school whom they can approach if they are worried.
- Include opportunities in the PSHE curriculum for children to develop the skills they need to recognise and stay safe from abuse.

We will follow the procedures set out by the Area Child Protection Committee and take account of guidance issued by the Department for Education and Skills to:

- Ensure we have a designated senior person for child protection who has received appropriate training and support for this role.
- Ensure we have a nominated governor responsible for child protection.
- Ensure every member of staff (including temporary and supply staff and volunteers) and governing body knows the name of the designated senior person responsible for child protection and their role.
- Ensure all staff and volunteers understand their responsibilities in being alert to the signs of abuse and responsibility for referring any concerns to the designated senior person responsible for child protection.
- Ensure that parents have an understanding of the responsibility placed on the school and staff for child protection by setting out its obligations in the school prospectus.
- Notify social services if there is an unexplained absence of more than two days of a pupil who is on the child protection register.
- Develop effective links with relevant agencies and co-operate as required with their enquiries regarding child protection matters including attendance at case conferences.
- Keep written records of concerns about children, even where there is no need to refer the matter immediately.
- Ensure all records are kept securely, separate from the main pupil file, and in locked locations.
- Develop and then follow procedures where an allegation is made against a member of staff or volunteer.
- Ensure safe recruitment practices are always followed.

We recognise that children who are abused or witness violence may find it difficult to develop a sense of self-worth. They may feel helplessness, humiliation, and some sense of blame. The school may be the only stable, secure and predictable element in the lives of children at risk. When at school their behaviour may be challenging and defiant or they may be withdrawn. We will endeavour to support the pupil through:

- The content of the curriculum.
- The school ethos, which promotes a positive, supportive, and secure environment and gives pupils a sense of being valued.



- The school behaviour policy, which is aimed at supporting vulnerable pupils in the school. The school will ensure that the pupil knows that some behaviour is unacceptable, but they are valued and not to be blamed for any abuse which has occurred.
- Liaison with other agencies that support the pupil such as Social Services, Child and Adult Mental Health Service, Education Welfare Service and Educational Psychology Service.
- Ensuring that, when a pupil on the child protection register leaves, their information is transferred to the new school immediately and that the child's social worker is informed.