



## **CORBY OLD VILLAGE PRIMARY SCHOOL.** **JOB DESCRIPTION – AFTER SCHOOL CLUB SUPERVISOR**

Job Title: After School Club Supervisor 1058

Pay Grade Grade D - (point 10 to 12)

Weeks per Year: 38 (term time only)

Hours per week – 5.25 hrs (Tues, Weds & Thurs 2.45pm - 4.30pm)

Responsible to: School Business Manager/ Head teacher

### **Purpose of the Post:**

As After School Club Leader your job will involve many different roles, these include, helping to provide play activities for children within a safe environment and guiding the children in all aspects of their physical, mental and social development. Other important aspects of the job are listed below:

### **Principal Responsibilities:**

- To produce weekly activity sheets, in collaboration with other staff, with other staff that will encourage individual and group development.
- Maintain daily registers
- To provide daily snacks for the club registration period.
- Liaise with the Head teacher, class teachers and other staff involved in clubs to ensure adequate cover is in place
- Keep a check on resources (e.g. arts/crafts materials, toys etc) and equipment and request a reorder or repair as required.
- To support children's physical and mental development through encouragement, explaining and prompting during play activities.
- To offer support academically, emotionally and socially within a play setting.
- To be fully conversant with health and safety regulations and ensure they are adhered to at all times.
- To oversee children leaving school with the correct adults at the end of the session.
- To promote children's understanding of hygiene.
- To ensure all areas used by staff and children are left clean and tidy.
- Attend training courses as and when appropriate.
- Ensure fully conversant with COV's Policies and Procedures.

### **Experience necessary**

- Experience of working with children of primary age range.
- Initiative in order to plan and manage a range of activities.
- Knowledge of how children play and learn.
- Skills of mediation.