



AFTER SCHOOL SUPERVISOR

Job Description and Person Specification

300 Pupils · Co-educational Independent Preparatory School · Boarding · 3 - 13 years

We are currently seeking to recruit a part time permanent After School Supervisor to help run our wrap around care service between the hours of 3:00pm and 6:00pm for 35 weeks term time and 8:30am to 5:30pm non-term time (This will initially be for 4 weeks, subject to change dependent on demand).

As a part of the Little Prestfelde team, the successful candidate will work closely with the Head of the Pre-Prep and with the Little Prestfelde team.

The role will involve working with children between the ages of 3 to 7 years.

The successful candidate will:

- have good organisational skills.
- be able to deliver a quality wrap around service for all children.
- have knowledge and experience of working with the EYFS and/or Key Stage One national curriculum.
- be committed to provide a quality learning experience for all children. Plan and resource the environment as appropriate to encourage the development of all aspects of children's interests and learning. In particular, to encourage children to develop their independence, creativity and involvement in their own learning.
- develop effective relationships with all children, parents and staff, working as partners in the children's education.
- celebrate the uniqueness of every child. Ensure that each pupil achieves his or her fullest potential, having the highest expectation of every child, believing that every learner has an unlimited potential for development.
- be creative in your approach to each child's next steps within their unique learning journey, having the ability to motivate and sustain the interest of all the children
- be able to work in partnership with each child's class teacher/key person to track the progress of the children in your care, highlighting their next steps in development with reference to their learning.
- use your understanding of child development in planning activities for all children with reference to the characteristics of learning.
- understand the importance of safeguarding and to follow policy and procedure ensuring all children are safe at all times.
- be flexible in your working hours which will benefit the children.
- hold a current and relevant child care qualification level 3 or equivalent, being willing to further your own learning to benefit the quality of the provision for our children.
- have excellent communication skills.
- maintain and contribute to the ethos of the school.

- accept reasonable additional responsibilities as assigned by the Head of School.
- take part in school events and extra-curricular activities.
- implement equal opportunities in all aspects of school life.
- respond appropriately to cultural, gender, linguistic, religious and social differences and to disabilities amongst the children
- along with all members of staff, undertake responsibilities as detailed in the School's Health and Safety Manual.

ADDITIONAL INFORMATION

Start date: ASAP. This is a permanent position working term-time (35 weeks) plus approximately 4 weeks' during non-term-time to cover the School holiday club. The wrap around care hours are 3:00pm to 6:00pm Monday to Friday (35 weeks) and the holiday club hours are 08:30am to 5:30pm Monday to Friday (approximately 4 weeks throughout the year). The salary for the wrap around care role is £6,935 per annum split over 12 equal monthly instalments. The hourly rate for holiday club is £8.71. A time sheet will need to be submitted for the hours that are worked during the holiday club.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Certificate from the Disclosure & Barring Service is required for this post prior to commencement.

AGREEMENT

This job description will be agreed between the post holder and the manager to whom he / she is accountable to. It may be reviewed in light of experience, changes and developments.

All employees are responsible for ensuring they attend the relevant mandatory training as agreed with their manager. It is the employee's responsibility to ensure they follow the latest version of all policies and procedures which apply to them.

POST HOLDER'S NAME:	
POST HOLDER'S SIGNATURE:	
DATE AGREED:	

MANAGER'S NAME:	
MANAGER'S SIGNATURE:	
DATE CONFIRMED:	