



Outram School Board of Trustees Outram After School Programme

Job Description: Supervisor

Job Title: After School Care Supervisor

Responsible to: Principal and Board of Trustees

Functional Relationship with: The Office Manager

PRIMARY OBJECTIVE To ensure that Outram After School Care Programme is a safe, secure and inviting environment for children who are entrusted to its care.

KEY TASKS

1. To provide a CARING environment where children will feel comfortable and know that their needs are being met.
2. To provide adequate SUPERVISION to ensure that the health and safety of children is not at risk. To set parameters, establish authority and to provide positive discipline.
3. To provide interesting ACTIVITIES to ensure that children are occupied and interested and at times consulted about what they would like to do.
4. To undertake adequate PLANNING to ensure that programmes are relevant and meet the needs of all children, and to set goals.
5. To undertake EVALUATION of the Centre and programmes in order to ensure on-going improvements and to establish that goals have been met. To have regular assessment sessions, at least bi-annual, with the Supervisor-Manager.
6. To carry out ADMINISTRATION as necessary.

SPECIFIC DUTIES

1. Be present and set up by 2:45 p.m.
2. Check folder in the office to obtain names of pupils who will be in After School Care for that day. Locate children on the roll but not present by 3:30pm at the latest.
3. Oversee the preparation of the snacks for the children at the beginning of the session.
4. Organise and oversee the activities.
5. Get art equipment from school, or sports gear from sports room.
6. You have authority to exclude any persons not in After School Care from the Workshop and Hall.
7. Clean up by 5.00 p.m.
8. **NB: Duty of care** - The duty of care for all staff is not discharged until the last child has been collected.

9. The Supervisor is responsible for ensuring all children are correctly signed in, and out when they leave.
10. Manage children behaviour appropriately and as per guidelines.
11. Ensure security of the hall and workshop at the end of the session. Lock toilets. Liaise with cleaner re alarm if necessary.
12. Oversee ASC Care workers in their role.

Supporting Outram School

1. Support and follow the goals, objectives, policies and organisational practices of the school
 - a. Follow established routines for absenteeism, maintain punctuality
 - b. Be part of the school appraisal system
 - c. Follow all school policies and procedures.
2. Maintain confidentiality at all times
3. Take part in professional development programmes
4. Maintain good communication and positive relationships with all school staff, families and visitors to the school.
5. Be proactive with respect to any health and safety issues identified in the course of this role.

Signed

Signed

Date:

Date: