

London Borough of Havering

Children’s Services Directorate

**The RJ Mitchell Primary School**

**Model Job Profile & Person Specification**

Job Profile

Job Title: Breakfast/After School Club Supervisor

Grade: Grade 3 Point 5

Staff managed: Breakfast and After School Club Assistant

Reports to: Senior Leadership Team

School: The RJ Mitchell Primary School

Job Purpose and Content

A Supervisor is the team leader and first line supervisor of a group of school staff who are responsible for pupil supervision during the Breakfast and After School Club. The postholder will be supervised on a day-to-day basis by the Senior Leadership Team.

During the Breakfast and After School Club the Supervisor will be responsible for ensuring:

* The transition of pupils from class to the dining hall and/or the school playground (or other designated areas) and back to class at the end of Breakfast Club or handed over to parents at end of After School Club.
* The supervision and support of pupils whilst they eat
* The promotion and supervision of positive and active play and pupil relationships
* Health, safety, security and basic first aid (after relevant training)
* Pupil discipline and behaviour management.
* Keeping accurate records of attendance of pupils and liaising with all relevant staff.

Principal Responsibilities

1. The deployment of the team of Breakfast and After School Club Supervisors, including managing sickness absence and cover arrangements, to make sure that Breakfast and After School Club run efficiently and is delivered effectively
2. The induction and on-the-job training of staff who are new to the school or the post.
3. To manage the Breakfast Club and After School Club booking system and to manage all related finances in conjunction with Finance staff.
4. To purchase all food resources required for both provisions via a designated school business charge card, reporting its use and liaising with the Finance staff.
5. The supervision and movement of pupils from their classes to the After School club.
6. To be responsible for security when handing over pupils to their parents/carers.
7. The maintenance of good order and pupil discipline, which is consistent with the behaviour policy and the culture and ethos of the school. The postholder is expected to intervene where necessary and know when and how to refer relevant discipline and behaviour matters to the relevant member of the Senior Leadership Team.
8. Dealing with issues of behaviour and discipline in line with the school Behaviour policy.
9. Dealing with minor accidents or injuries and administering routine first aid (after training) or referring the pupil to the designated first aider. Referring serious accidents or injuries to a senior member of staff
10. Supervising pupils in the eating areas which may include:

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| --- |
| * Organising the eating space and making sure the space is hygienic, clean and tidy before and after eating
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| * Organising the pupils before, during and after their meal
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| * Supporting pupils with particular needs
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| * Supporting the food selection and nutrition policy of the school
 |
| * Dealing with spillages including body fluids (in accordance with the procedures of the school)
 |
| * Supporting pupil hygiene and social skills
 |

1. Supervising pupils in areas of the school designated for play, which will include:

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| * Monitoring safe activity, intervening as necessary
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| * Monitoring security – monitoring entry and exit from the school premises and challenging and reporting strangers where relevant
 |
| * Actively promoting and instigating positive play and games, joining in with pupils where relevant
 |
| * Being aware of and supporting the needs of particular children – encouraging socialisation and preventing bullying
 |

1. Monitoring the toilet areas, addressing inappropriate behaviour, dealing with immediate issues and reporting to the site manager or other relevant person any damage or repairs required.
2. Dealing with complaints, enquiries and requests for information (that are within the remit of the postholder), and referring matters that cannot be resolved to the relevant person
3. To carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school
4. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment – and reporting relevant issues to the line manager using the school’s procedures
5. To complete school based induction and any subsequent training required to improve performance and take part in the school performance management system (where relevant).

NOTES

1. The school expects all staff to be flexible. This means that a Breakfast Club/ After School Club Supervisor can be expected to carry out duties that are not specified in this job description but that are within the scope of responsibilities of the post
2. This job description will be reviewed after one year and any review will include discussion with the postholder.

London Borough of Havering

Children’s Services Directorate

Breakfast and After School Club Supervisor

Person Specification

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| --- | --- | --- | --- |
| Skills and Abilities | **Essential** | **Desirable** | **Assessed by** |
| Able to organise one’s own work, to prioritise tasks and keep to deadlines | **✓** |  | Application & interview |
| Able to work independently and supervise the work of the team | **✓** |  | Application & interview |
| Able to be flexible and respond effectively to the ‘unexpected’ | **✓** |  | Application & interview |
| Able to communicate and interact effectively with adults, children and young people | **✓** |  | Application & interview |
| Able to communicate effectively with teachers and support staff  | **✓** |  | Interview |
| Able to maintain confidentiality of pupil information | **✓** |  | Interview |
| Able to demonstrate respect for pupils and be able to listen to their views | **✓** |  | Interview |
| **Knowledge** |  |  |  |
| An understanding of health, safety and security issues in schools | **✓** |  | Interview |
| An understanding of how the school manages pupil discipline and behaviour | **✓** |  | Interview |
| An understanding of the place of food and healthy eating in the school curriculum  | **✓** |  | Interview |
| An understanding of the importance of social play in the school day | **✓** |  | Interview |
| **Qualifications and Experience** |  |  |  |
| First Aid certificate (or willingness to complete the training) |  | **✓** | Application & interview |
| GCSE at A\* - C in English and mathematics or equivalent |  | **✓** | Application |
| Experience, on a voluntary or paid basis, of working with children or young people | **✓** |  | Application & interview |
| A minimum of three years experience of working in a school, nursery or playgroup (on a paid or voluntary basis) | **✓** |  | Interview |
| Willingness and motivation to participate in any training or development required to improve skills/performance | **✓** |  | Application & interview |
| Hygiene Certificate ( or willingness to complete the training) | **✓** |  |  |