**Job Description**

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| **Employer Name:** | Genesis Education Trust |
| **Job Title:** | Extended schools Supervisor |
| **Reports To:** | Senior Leadership Team |
| **Pay Grade:** | Scale point 12 |
| **Role Summary:*** To be responsible for the planning and delivery of a wide range of creative and enjoyable inside and outside activities for children during the extended hours provision
* To include specific activities to promote healthy lifestyles and healthy eating.
* To ensure there is a secure and welcoming facility to support, motivate and supervise pupils.
* To be responsible for the health, safety, conduct and well-being of all pupils and breakfast and after school club staff during Club operation times.
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|  **Main Duties and responsibilities:*** Ensure the pupils are always supervised, are collected safely from their classroom and arrive punctually to their destinations within the after school club and are delivered safely to their parent/named carers at the end of the session
* Create a creative timetable which is suitable for KS1 and KS2 and is changed termly
* Ensuring there is a suitable activity for main festivals throughout the academic year.
* Purchasing, of food items and play materials within agreed budget.
* Ensure safe, creative, appropriate play opportunities in a safe and caring environment.
* To ensure that staff ratios are maintained at all times.
* Keep up-to-date records and an accurate register, ensuring the correct numbers of pupils are present.
* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Assist in recruiting staff and in managing associated employment procedures.
* Undertake induction/appraisal/training/mentoring for all staff.
* Recognise own strengths and areas of expertise and use these to advise and support others.
* Liaise between head teacher, senior leadership team and administration team
* Attend all appropriate meetings as instructed by the head teacher.
* Participate in training and performance management as required.
* Treat all users of the school with courtesy and consideration.
* Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
* Administer first aid as necessary and ensure the well-being of sick children.
* Encourage parental involvement and support of the club.
* Carry out all responsibilities and activities within the school’s agreed equal opportunities framework.
* Have an understanding of the national standards and the ability to meet them.
* Understand children as individuals particularly the characteristics, needs and interests of each age group.
* Value each child’s backgrounds and experiences.
* Treat all children with sensitivity and fairness and respecting confidentiality
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| **General Information** |
| **Equality of Opportunity** | * As a member school staff to take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying.
* Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors.
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| **Confidentiality and Data Protection** | * To treat all information acquired through employment, both formally and informally, in strict confidence.
* To be aware of the school's responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.
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| **To contribute as an effective and collaborative member of the School team** | * Any other duties as reasonably required by any manager of the school.
* Participating in the ongoing development, implementation and monitoring of the business plans.
* Attend regular meetings as required and make a positive contribution during meetings.
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| **Child Protection** | * Being aware of and complying with policies and procedures relating to child protection.

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