



**Job Description – After School (Hoot) Club Supervisor.**

<b>Role</b>	<b>AFTER SCHOOL (HOOT) CLUB SUPERVISOR.</b>
<b>Job Purpose</b>	<b>To play a complementary and supporting role to class teachers in encouraging pupils in their learning and the acquisition of knowledge and skills.</b>
<b>Accountable to:</b>	Head of Prep School/Phase Leaders/Class teachers
<b>Accountabilities</b>	<p><b>1. Teaching and learning</b></p> <ul style="list-style-type: none"><li>a) Where appropriate, ensure pupils are appropriately supported in their learning/homework, be it academic, practical, or social.</li><li>b) Encourage and support the learning/development of individual pupils or small groups through appropriate activities/play.</li><li>c) Prepare appropriate resources/activities for pupils.</li><li>d) Engage in play/the learning process, for the benefit of the pupils attending the After-School club.</li></ul> <p><b>2. Pastoral care</b></p> <ul style="list-style-type: none"><li>a) Ensure the implementation of appropriate strategies to ensure that all pupils are supported pastorally.</li><li>b) Ensure that all pupils are adequately supported in the acquisition of personal skills through supervised or small group/independent activities and play.</li><li>c) Promote and model positive social and learning behaviours in all areas.</li><li>d) Uphold the Behaviour and Discipline Policy through effective delivery of its aims.</li><li>e) Monitoring behaviour and ensure everybody is happy and content (any concerns should be shared with the relevant members of staff and/or parents).</li><li>f) Provide pastoral/welfare support for all pupils to encourage</li></ul>

their social and emotional wellbeing and development.

- g) Ensure pupils are always supervised appropriately, and staff/pupil ratios are always adhered to.
- h) Undertake First Aid training as part of CPD and administer/record first aid, as appropriate, as required.

### **3. Management of Resources**

- a) Set up area before children arrive and, with other After School club staff, pack away at end of session.
- b) Organise the space and resources to create a welcoming, relaxed and informal environment.
- c) Ensure that After-School Club resources are maintained effectively and available as required.
- d) Assist in the preparation and creation of engaging activities.
- e) Settle children and serve a snack and drink encouraging the children to be independent or help others.
- f) Ensure a good balance between free choice of play and directed play when necessary.
- g) Record attendance on daily register.
- h) Maintain weekly attendance register and booking forms.

### **4. Communications**

- a) Meet and greet parents & children as they collect their children (ensure a positive relationship with both).
- b) Note any information passed on from parents and pass onto relevant professionals.
- c) Bring any concerns to the attention of parents and/or the member of SLT on duty/headteacher.
- d) Where appropriate, develop a relationship to foster links between home and school, and to keep the school fully informed of relevant information.
- e) Be aware of confidential issues linked to home /pupil / teacher /school.
- f) Work collaboratively with colleagues to effectively meet the

	<p>needs of all pupils.</p> <ul style="list-style-type: none"> <li>g) Communicate concerns and observations to the relevant person regarding health &amp; safety issues and child protection issues to maintain the school's duty of care.</li> <li>h) Liaise with parents regarding the effective sharing of information regarding the collection of pupils.</li> <li>i) Share After-School Club news and activities using Class Dojo, where appropriate.</li> </ul> <p><b>5. Training &amp; development of self and others</b></p> <ul style="list-style-type: none"> <li>a) Participate in training activities and sessions offered by the school and other external agencies to further develop relevant knowledge and skills.</li> </ul>
<b>General requirements</b>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>a. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>b. Contribute to the school's programme of extra-curricular activities.</li> <li>c. Support and contribute to the school's responsibility for safeguarding students.</li> <li>d. Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.</li> <li>e. Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>f. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>g. Engage actively in the performance review process, and training and development opportunities available.</li> <li>h. Adhere to school policies.</li> <li>i. Undertake other reasonable duties related to the job purpose required from time to time.</li> </ul>
<b>Review and Amendment</b>	<p>This job description should be seen as enabling rather than restrictive and will be subject to regular review.</p>

## Person Specification

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### Skills Required

Ability to demonstrate active listening skills	ESSENTIAL
Ability to use language and other communication skills to which children can relate	ESSENTIAL
Ability to empathise with the needs of children	ESSENTIAL
Ability to work effectively with other colleagues	ESSENTIAL
Ability to provide appropriate levels of individual attention, reassurance and help to achieve the intended learning outcomes	ESSENTIAL

### Knowledge Base

A good standard of education, particularly in English and Mathematics	ESSENTIAL
Knowledge of appropriate First Aid procedures	DESIRABLE
Knowledge of National Curriculum requirements for the age of the pupils	DESIRABLE
Knowledge of the use of basic technology ie photo-copier, computer, DVD and digital camera	DESIRABLE
Knowledge of Child Protection issues	DESIRABLE

### Qualifications/Attainment

	Level	
Evidence of attainment in a recognised TA qualification ie NVQ, NNEB, City & Guilds, BTEC etc or through relevant experience	NVQ Level 3	ESSENTIAL
Evidence of attainment or training in Child Protection issues/procedures		DESIRABLE
Food Hygiene Qualification		DESIRABLE
Willingness to participate in further training and developmental opportunities offered		ESSENTIAL

### Experience

Relevant experience in an educational establishment/setting	ESSENTIAL
Demonstrable evidence of establishing positive relationships with children/parents	ESSENTIAL
Demonstrable evidence of experience in supporting children in a learning environment	ESSENTIAL
Experience of preparing basic craft materials for children	DESIRABLE

### Attitude/approach

Willingness to be professionally discreet and to maintain confidentiality on all school matters	ESSENTIAL
Willingness to adopt a flexible approach to all directed tasks	ESSENTIAL
Willingness to work as part of a team	ESSENTIAL

**LF updated August 2023**