

WYMONDHAM COLLEGE PREP SCHOOL JOB DESCRIPTION

BEFORE and AFTER SCHOOL SUPERVISOR

Line Manager:	Headteacher
Salary:	Points 3-4 of the Support Staff Salary Scale FTE: £18,562 - £18,933 per annum Pro-rata: £6,251 - £6,518 per annum

THE POST

Wymondham College Prep School seeks to appoint an organised Breakfast and After School Club Supervisors.

The successful candidate will ensure that children attending the Breakfast Club enjoy a healthy start to the day and are therefore able to maximise their learning when lessons begin.

The candidate will also encourage and develop safe, meaningful, calm and creative play during Breakfast and After School Clubs. Ensuring the conduct, welfare, safety and wellbeing of pupils is a key component of this role.

The school is committed to the professional development of all staff and provides a safe and supporting environment to work in.

On appointment, the successful candidate will be required to complete a six month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all school support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges;
- Develop positive relationships with pupils, parents and staff;
- Be a positive role model;
- Engages with pupils appropriately and works with the best interest of pupils in mind;
- Possess a sense of humour.

JOB SPECIFICATION

General Responsibilities

The post holder will be required to comply with Wymondham College Prep School's Code of Conduct for Staff and Volunteers.

Wymondham College Prep School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post holder will have access to and be responsible for confidential information and documentation. You must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in Wymondham College Prep School's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Supervise the children to ensure that a good atmosphere is maintained;

- Plan and lead suitable activities;
- Create a meaningful, calm, purposeful, orderly and supportive environment;
- To supervise pupils in designated areas (including playground or other external spaces as directed) during the Early Birds Breakfast Club and after School Club (Extended Day) time period, and to ensure their safety, welfare and general conduct through appropriate application of the school's policies and procedures.
- Supervise the children during the meal to ensure that a good atmosphere is maintained;
- Support children in their play;
- Follow the school procedures when dealing with poor behaviour or friendship difficulties;
- To establish safe and proper behaviour by appropriate intervention or referral to senior staff, as appropriate.
- To supervise the movement of pupils to and from rooms, including any personal hygiene requirements (e.g. hand washing).
- To assist pupils, as necessary, with the proper use of cutlery, drinking facilities or other aspects of breakfast provision.
- To assist in the clearance of any spillages and the wiping down, clearing or resetting of tables, as appropriate.
- To assist in the setting up and removal of furniture, where necessary.
- To take any immediate action to attend to sickness or accidents by carrying out minor first aid (if qualified) and summoning relevant assistance.
- 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;
- To identify and report any unauthorised visitors on school premises.
- Undertake other similar activities that may fall within the grade and scope of the post as directed by the Headteacher.

HOURS OF WORK

Working weeks	Term Time only (normally 38 weeks).
Hours per week	15 hours per week
Normal Working Pattern	Monday to Friday: 7.45am to 8.45am and 4pm to 6pm

Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work of published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.

REMUNERATION

Salary Details:

- Points 3-4 of the Support Staff Salary Scale
- FTE: £18,562 - £18,933 per annum
- Pro-rata: £6,251 - £6,518 per annum

The post holder will be entitled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College Prep School employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College Prep School's Performance Management programme.