**THE GRANVILLE SCHOOL**

**AFTER SCHOOL SUPERVISOR**

*(part time)*

**JOB DESCRIPTION**

* Accountable to the Headmistress

**Key areas of responsibility:**

**Specific**

* To create a safe and happy environment in which children, aged 3 – 11 years can play.
* To supervise children at play.
* Assisting logging children out on departure, liaising with parents.
* To set out, in conjunction with the session leader, a variety of age appropriate activities, games, crafts, construction in which children may participate.
* Weather permitting, supervise children in the outside play area.
* To serve tea to pupils. Being aware of any special dietary requirements.
* To ensure a high standard of behaviour, both at the table (ie table manners) and during play sessions (ie sharing and respect for equipment).
* Maintain a tidy area and clear away at the end of the session.
* To stay behind if necessary once After School Care is finished to ensure all children have been collected by a relevant parent or guardian.
* To be aware of all the relevant safeguarding and health and safety requirements.
* Attend to children’s physical welfare such as changing after toilet accidents, sickness and support when ill.
* Attend Inset days incorporating staff training and staff meetings.
* Any other duties that may reasonably be required by the Headmistress.

**Personal specification**

* Level 2 TA or Care qualification is desirable.
* A caring and sympathetic person who will enjoy working with children aged between three and eleven.
* A committed, charismatic, reliable role model.
* A sense of humour, adaptability and a real love of being with children is paramount.
* Initiative.

**General responsibilities for all adults at The Granville**

* Pastoral care is a strong feature of Granville life, and all staff are expected to contribute to this area by creating a warm, caring environment in which children can grow socially, emotionally and mentally.
* To develop, easy and professional relationships.
* To attend staff meetings and School INSET.
* To comply with Health and Safety requirements and Safeguarding.
* To avoid overfamiliarity with pupils.

**Additional Information**

* It is vital that our staff dress smartly and appropriately. An example to others must be set at all times – to children and parents you will be seen as a teacher.

**Working hours and Salary**

The working hours will be 3.00pm until 6.15pm.

Monday to Friday, term time only.

The salary will be according to experience.

***This post offers an exciting opportunity to work in a well-established, developing and ambitious school. At a time when interest in the School, and demand for places is considerable, the future is very exciting.***

**Safeguarding and Child Protection**

The successful candidate will be expected to commit to the following;

The post holder’s responsibility for promoting and safe-guarding the welfare of children and young persons’ for whom/she/he is responsible, or with whom she/he comes into contact, will be to adhere to and ensure compliance with the school’s Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety of welfare of children in the school she/he must report any concerns to the Headmistress (the school’s Designated Safeguarding Lead).

The successful candidate will be required to provide an enhanced DBS Disclosure and sign a self-declaration form. In seeking references on short-listed candidates the school may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

**Applications**

The Headmistress would be delighted to talk on the phone to any candidate who would like to know more about the post. She can be contacted either at the School 01732 453039 or through her PA Miss Chittenden: [headspa@granvilleschool.org](mailto:headspa@granvilleschool.org)