



AFTER SCHOOL CLUB SUPERVISOR REQUIRED FROM SEPTEMBER 2025

The Role:

As a key member of our After School Club team, you will support our 7–11-year-olds in completing any homework tasks before engaging them in a variety of fun activities, including arts and crafts, board games, team games, and more. Our After School Club is a vital part of our wrap-around care, offering a safe and secure space where children can learn in a supportive setting.

Come and be a part of something special and make a positive impact on the lives of our young learners!

Reporting to: Head of Junior School

Hours of work: 15.45 – 18:30, Monday to Friday during term time.

Key Duties and Responsibilities:

- Assist with the children's transitions from school to the after-school club, ensuring they are settled and engaged in homework tasks and other activities.
- Provide a safe and supportive environment where pupils can gain assistance with their studies, ensuring a good working atmosphere.
- Promote positive behaviour amongst pupils
- Help set up, organise, and deliver a variety of activities daily, and proactively encourage children to participate.
- Be aware of any children with individual needs, including physical, behavioural, and dietary. Promoting acceptance and inclusion within the club.
- Develop strong relationships with all children at the After School Club
- Help pupils learn and develop their social skills
- Assist in the serving and tidying away of tea, ensuring that food and hygiene standards are met. Encourage good manners
- Develop a thorough understanding of school policies and procedures, including safeguarding.
- Ensure the After School Club areas are left clean and tidy at the end of each day.

Personal specification:

- Essential: previous experience of working with children aged 7-11.
- Desirable but not essential: Childcare Level 3 or working towards an appropriate qualification.
- Be able to motivate and encourage pupils in a fun and engaging way.
- Effectively communicate with staff, parents and carers.
- Work as part of a team.
- Be reliable, patient and caring.
- Full training and induction provided to all After School Club staff.

- Join us in creating an engaging and supportive environment where children can thrive!

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection (Safeguarding) Policy & Safeguarding Guidance 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 or welfare or children in the school, s/he must report any concerns to the school's Designed Safeguarding Lead or to the Principal.