

# ST GABRIEL'S

## NEWBURY

### Job Description – After School Club Supervisor

#### About St Gabriel's:

Founded in 1929, St Gabriel's is a thriving co-educational independent day school for children aged 6 months to 18 years. The key to our success is providing a balanced and inspiring education within a community based on mutual respect and collaboration, creating an environment where pupils are confident, engaged and happy.

While justifiably proud of our pupils' academic results, we see education as being so much more than numbers and grades; we believe strongly in an all-round education and are eager for our pupils to enjoy their educational journey, rather than having their heads down as the world passes them by.



In the last decade, we have successfully established the St Gabriel's Nursery and extended the co-educational offering of our Junior School to the Senior School. The Sixth Form, alongside Year 9, will accept boys from September 2024 with St Gabriel's becoming fully co-educational in September 2026.

Situated in Sandleford Priory, which dates back to the early Middle Ages, St Gabriel's is set in a beautiful Grade 1 listed building within Capability Brown parkland, which provides a gracious setting in which to work.

**Role purpose:** Supporting pupils as part of an after school team, the post holder will offer support with homework tasks and promote academic achievement. He/she will develop an understanding of the specific needs of pupils to support the pupil/s as effectively as possible.

**Reporting to:** Head of Juniors

**Hours of work:** 15:45 – 18:30, Monday to Friday during term time. We are happy to consider job shares.

#### Objectives:

- To promote positive behaviour amongst pupils at all times
- To provide a safe and supportive environment where pupils can gain assistance with their studies and activities
- To establish a supportive relationship with the pupil/s concerned
- To establish acceptance and inclusion of the pupil/s in the classroom
- To help pupils learn and develop their social skills

#### Principal areas of responsibility:

- Work as part of a team to supervise pupils doing homework
- Ensure pupils have support, guidance and a good working atmosphere

# ST GABRIEL'S

## NEWBURY

- Ensure tea is eaten sensibly
- Work flexibly as part of the Junior School and Individual Needs teams
- Clarify and explain instructions
- Ensuring pupil/s are able to use necessary equipment
- Motivate and encourage the pupil/s
- Assist in areas of specific weakness, such as speech and language or writing tasks
- Help pupil/s to concentrate on and finish work set
- Develop appropriate resources to support the pupil/s
- Assist in the management of pupils' social interactions and behaviour

### **Personal specification:**

- Essential: previous experience of working with children of Junior School age
- Highly desirable: Childcare Level 3 or working towards an appropriate qualification
- Able to motivate and encourage pupils
- Confidence, creativity and high standards of conduct are essential
- Able to communicate effectively with parents, carers and other professionals
- Able to work as part of a team, reliable, good time keeper, patient and caring



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 Policy Statement 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 Designated Safeguarding Lead or to the Principal.

### **To apply**

The St Gabriel's Confidential Application Form is available on the school website [www.stgabriels.co.uk](http://www.stgabriels.co.uk) or from Maria Wall, Human Resources 01635 555694. Completed forms should be returned by email to [hr@stgabriels.co.uk](mailto:hr@stgabriels.co.uk) or by post to Maria Wall, St. Gabriel's, Sandleford Priory, Newbury, Berkshire RG20 9BD.

Applications deadline: 18th March 2024 (we reserve the right to close this advert earlier if we receive sufficient applications). Interviews will take place week commencing 25th March 2024.

This role commences from 15th April 2024 or 2nd September 2024.