



## Job Vacancies at Tibberton CE First School

### After School Club Lead Supervisor

**Start date: September/October 2023 TBC**

**Term time only**

**Monday to Friday inclusive, 3pm-5.30pm each day, 12.5 hrs per week**

**Grade: TA3, £6,729.22 per annum (£22,777 FTE)**

We are seeking to appoint an inspiring children's After School Club Lead Supervisor, at Tibberton CE First School, which is part of the Federation of Hindlip and Tibberton Church Schools. This is an exciting opportunity to join our wonderful, friendly and welcoming school. Please note: This is a new position and is dependent upon the successful recruitment to both of the two currently advertised roles - After School Lead Supervisor and After School Supervisor.

**Main Purposes of Role:** To lead afterschool wraparound provision. To ensure, individually or as part of a team, the welfare and safety of all children within school grounds or buildings at after school club, to create high quality and varied activities within a safe and caring environment and to provide a high standard of physical, emotional, and social care for the children placed in the club, including those with special needs, to be responsible for delivery of activities and food within the provision.

**Key Accountabilities:** To lead afterschool wraparound provision under the supervision of the Head of School, to take a lead with safeguarding at afterschool provision, to manage after school club staffing, to manage ordering and invoicing, to supervise and care for children at after school club, to follow safeguarding policies and procedures at all times, to lock up the school, to help to create a welcoming and supportive environment for the pupils attending the club, to deliver and evaluate a varied programme of high quality play opportunities in a safe environment, to assist with the setting-up of the club each day, to assist with the preparation and serving of food as appropriate, to undertake cleaning duties, to liaise with parents to enable the effective operation of the club, to administer basic/paediatric first aid where appropriately trained, to assist in the specific medical/care needs of pupils when specific training has been undertaken, to take care for their own and the children's health and safety, to support the promotion of positive relationships with parents including communicating effectively with parents and between parents and school staff, to set a good example in terms of punctuality, behaviour and attendance, to undertake such other duties, training and/or hours of work as may be reasonably required which are consistent with the general level of responsibility of this job.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Shortlisted candidates will be asked to provide a self-declaration of their criminal record or information that would make them unsuitable for the position. The successful applicant will need to complete an enhanced DBS check and additional safeguarding checks and training prior to taking the position.

If you are interested in this position, then please contact the school on 01905 345284 to ask for an application or download one immediately from [www.wmjobs.co.uk](http://www.wmjobs.co.uk) and send to [office@tibberton.worcs.sch.uk](mailto:office@tibberton.worcs.sch.uk)

**Closing date: 15/09/23**