

Job Description: Link Supervisor

Post Title: Link Club Supervisor

Grade : Grade 6

OVERALL PURPOSE OF THE JOB

To work with and supervise the link club team and groups of children under the direction/instruction of the Business Manager and the Link Club Management Team. Ensure the smooth and efficient running of the club, providing a happy, safe and engaging environment for all pupils.

DUTIES

- Be aware of and comply with link club policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the school ethos and ensure that the Christian values of our school are present in everything you do.
- Establish relationships with pupils, staff and parents.
- Monitor and implement behaviour management for staff and pupils within the club.
- Attend and participate in regular meetings as appropriate.
- Participate in training and other learning activities as required.
- Establish own best practice and use to support others.
- Carry out annual appraisals with staff, identifying and setting targets.
- Assist in the recruitment of staff.
- Assist in the supervision, training and development of link club staff.
- Maintain records for EYFS children where necessary.
- Organise staff rotas for link club duties, such as snack preparation, activity timetables, shopping etc.
- Maintain daily register, assess risk and see that the health and safety checklists are carried out by a capable member of staff.
- Maintain stock of snack, craft supplies and play apparatus.
- Plan and ensure that a range of nutritional snacks are provided.
- Maintain notice boards and displays.
- To make sure all materials and equipment are safe and report to line manager if not.
- Be responsible for promoting and safeguarding the welfare of the children that you will come into contact with.
- Be involved in cleanliness and good order of the premises and report any problems to line manager.
- Supervise and organise safe handover of children, from Link Club to school, school to link club, link club to parent.
- Administer First Aid as appropriate
- Complete all necessary training and have requisite DBS checks, First Aid and Food Hygiene Certificates
- Carry out all responsibilities within an equal opportunities framework.
- Hold staff to account and ensure that all staff in Link Club adhere to all policies and procedures.

The post holder may reasonably be expected to undertake other duties that may be allocated from time to time commensurate with the level of responsibility.

PERSON SPECIFICATION – Link Club Supervisor

E = ESSENTIAL

D = DESIRABLE

SKILLS

Ability to work effectively within a team environment, understanding link club roles and responsibilities.	E
Ability to manage staff effectively and ensure that all policies are adhered to.	E
Ability to build and maintain effective working relationships with pupils, colleagues and parents.	E
Ability to promote a positive ethos and role model positive attributes	E
Ability to work with children at all levels regardless of specific individual needs.	E
Excellent personal numeracy and literacy skills	E
Excellent communication skills	E
Plan play based activities suitable for ages and interests	E

QUALIFICATIONS

NVQ level 3 or equivalent.	E
Minimum 2 years' experience of working with children in an educational or link club setting.	E
Willingness to participate in relevant training and development opportunities	E