

## **Job Description: Link Supervisor**

Post Title: Link Club Supervisor  
Grade : Grade 4  
Hours : 20 hours per week, Term Time Only  
2pm – 6pm daily.

### **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.

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 Safeguarding, 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.
- Assist in the supervision, training and development of link club staff.
- Liaise with Link Club Administrator to organise staff rotas for link club duties and activity timetables,
- Maintain daily registers.
- Maintain stock of snack, craft supplies and play apparatus.
- Liaise with cook to 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.
- Maintain a clean, safe and secure environment for our children and staff.
- Supervise and organise safe handover of children at the end of the day.
- Administer First Aid as appropriate
- Complete all necessary training and have DBS checks, First Aid and Food Hygiene Certificates
- 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.	<b>E</b>
Ability to supervise staff effectively and ensure that all policies are adhered to.	<b>E</b>
Ability to build and maintain effective working relationships with pupils, colleagues and parents.	<b>E</b>
Ability to promote a positive ethos and role model positive attributes	<b>E</b>
Ability to work with children regardless of specific individual needs.	<b>E</b>
Excellent personal numeracy and literacy skills	<b>E</b>
Excellent communication skills	<b>E</b>
Plan play based activities suitable for ages and interests	<b>E</b>
Qualification in Childcare, play work desirable.	<b>D</b>
Ability to communicate clearly and effectively with School Management	<b>E</b>
Ability to take instruction and take responsibility for supervising a team of Link Club staff	<b>E</b>

### **QUALIFICATIONS**

NVQ level 3 or equivalent.	<b>E</b>
Minimum 2 years' experience of working with children in an educational or wrap around care setting.	<b>E</b>
Willingness to participate in relevant training and development opportunities.	<b>E</b>