**JOB DESCRIPTION**

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| **Role** | **AFTER SCHOOL CARE SUPERVISOR** |
| **Job Purpose** | **To provide library supervision for students in the senior school after school hours (4.00-6.15 pm)** |
| **Accountable to:** | Senior Office Administrator  |
| **Accountabilities** | * Supervise students in the library after school to ensure their well-being and appropriate behaviour
* Communicate any concerns to Head of Year/Deputy Head-Students and Staff/ SLT as appropriate
* Assist in maintaining the library to an agreed standard of tidiness and cleanliness before, during and at the end of each session
* Assist in the maintenance of appropriate records of pupil attendance
* Ensure all students leave the library by 6pm
* Administer First Aid if qualified to do so
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| **General requirements** | All school staff are expected to:1. Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
2. Contribute to the school’s programme of extra-curricular activities.
3. Support and contribute to the school’s responsibility for safeguarding students.
4. Work within the school’s health and safety policy to ensure a safe working environment for staff, students and visitors
5. Work within the GDST’s Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
6. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
7. Engage actively in the performance review process, and training and development opportunities available.
8. Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
9. Undertake other reasonable duties related to the job purpose required from time to time.
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| **Review and Amendment** | This job description should be seen as enabling rather than restrictive and will be subject to regular review.  |

**Person Specification**

**Skills Required**

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| Ability to use language and other communication skills to which children and young people can relate | Essential |
| Ability to empathise with the needs of children and young people | Essential |
| Ability to work effectively with other colleagues and parents | Essential |

**Knowledge Base**

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| Knowledge of Child Protection issues | Essential |
| Understanding of health & safety requirements | Essential |
| Knowledge of the use of basic technology ie photo-copier, computer, DVD and digital camera | Desirable |

**Qualifications/Attainment**

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| First Aid qualification or willingness to acquire | Desirable |

**Experience**

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| Relevant experience in a child care setting | Essential |
| Demonstrable evidence of establishing positive relationships with children and young people | Essential |

**Attitude/approach**

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| Willingness to adopt a flexible approach  | Essential |
| Willingness to work as part of a team | Essential |
| Empathy with children and young people | Essential |