



## King's Academy College Park

### Kids Club Supervisor Job Description

#### Job Purpose

To lead and manage Kids Club, ensuring a safe, engaging and nurturing environment that promotes children's development and well-being.

#### Key Responsibilities

##### 1. Program Management and Development

- Plan, organise, and oversee daily activities that are age-appropriate, educational, and recreational.
- Develop and implement a diverse range of activities, including arts and crafts, sports, games, and educational resources.
- Ensure all activities are conducted in a safe, fun, and nurturing environment.

##### 2. Staff Supervision and Development

- Train and supervise Kids Club staff, ensuring all team members are well-equipped to perform their roles effectively.
- Provide ongoing support and professional development opportunities for staff.
- Foster a collaborative and positive team environment.

##### 3. Child Safety and Welfare

- Maintain a safe and healthy environment for all children, adhering to all relevant safeguarding, health and safety regulations.
- Develop and enforce policies and procedures to ensure the safety and well-being of all participants.
- Handle any incidents or emergencies calmly and efficiently, ensuring proper documentation and communication with parents and authorities.

##### 4. Communication and Relationship Management

- Establish and maintain effective communication with parents, addressing any concerns or questions promptly and professionally.
- Collaborate with the school office effectively to support the administration of Kid's Club.

##### 5. Administrative Duties

- Maintain accurate records of attendance, incidents, and other relevant documentation.

### **Qualifications/Skills**

- Minimum of 2 years of experience in a similar role, preferably in a school or recreational setting. A level 2 childcare qualification is desired, but not essential.
- Strong leadership and organisational skills with the ability to multitask and prioritise effectively.
- Excellent interpersonal and communication skills, with a genuine passion for working with children.
- Knowledge of child development principles and best practices in childcare.
- Knowledge of food hygiene practices.
- Trained as a designated safeguarding lead (or willingness to receive training).
- Paediatric First Aid certification (or willingness to be trained).
- Knowledge of special education strategies and techniques.
- Patience, empathy, and the ability to work effectively with students with various abilities.

### **Working Conditions**

- The position requires working indoors and outdoors, depending on activities.
- The role may involve standing for long periods and participating in physical activities with children.

### **Safeguarding**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure all issues relating to pupils are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

### **Health, Safety & Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

### **Equity, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

### **Other responsibilities**

- At the discretion of the Headteacher, roles and responsibilities may change with the nature of the job described above.

**To be reviewed annually as part of the Performance Management/Appraisal Process.**