

## Astley School Stay and Play Supervisor Job Description



Astley CE Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of  
the role

**Job Title:** Stay and Play Supervisor

**Reporting Line:** Headteacher

**Hours:** 7.35am – 8.50am and 3.10pm to 5.40pm Monday to Friday, term time only. The post-holder will be required to work as necessary to complete the job. (subject to the Working Time Regulations 1998)

**Salary:** Grade TA3 (Scale Points 18-25) £9.78-£11.98 per hour

**Role Summary:** To manage Stay and Play sessions ensuring; positive play, a safe environment, appropriate supervision and activities, monitoring well-being, securing safety, managing staff, assisting pupils and parents, and liaising with the Headteacher and other staff as needed.

Main duties  
and  
responsibilities

This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.

The main duties and responsibilities of the Stay and Play Supervisor are as follows:

### Staffing:

- Ensure that Stay and Play is adequately staffed at all times
- Arrange cover for Stay and Play if the usual staff are unable to work

### Activities:

- Take pride in providing a range of fun, positive play activities (including play, art, craft, sporting and academic)
- Actively supervise all children to ensure high standards are maintained
- Monitor usage of Stay and Play resources ensuring that high standards of organisation and care are maintained
- Record and evaluate the breadth and balance of activities

### Relationships:

- Exemplify high standards through personal conduct
- Involve pupils in all aspects of Stay and Play organisation including choice of activities and routines
- Establish good relationships with children and parents - interacting positively and professionally, encouraging co-operation and mutual support
- Monitor children's well-being; provide help and support to children where needed
- Encourage good behaviour in line with the school policy
- Anticipate pupil needs and make suggestions to support them

Snacks:

- Organise and serve children food during their stay at Stay and Play
- Ensure basic food hygiene training and rules are followed at all times

Health and Safety:

- Comply with policies and procedures relating to safeguarding and child protection, health and safety, security, confidentiality and data protection
- Maintain a register of attendance, control and supervise access to other parts of the school and ensure the building is secure
- Administer any necessary basic first aid, record all injuries in the First Aid book Ensure children understand action to be taken in case of fire
- Take responsibility for club administration and reporting of messages

Professional conduct:

- Attend meetings and training as requested
- Interact with colleagues in a friendly and helpful way
- Pro-actively maintain a high standard of provision

Other

- Provide appropriate supervision of toileting and occasionally attend to personal care of pupils if needed
- Undertake other duties that may reasonably be assigned by the School

I have read and understand my Job Description.

Signed: .....

Date: .....