



JERUDONG INTERNATIONAL SCHOOL (JIS) invites suitably qualified Citizens and Permanent Residents of Brunei Darussalam to apply for the following position:

AFTER SCHOOL CARE CLUB SUPERVISOR

The successful candidate will lead and be responsible for the day to day organisation of the After School provision in the Junior School and Mother and Toddler Group. He/she is expected to provide high standards of care and play opportunities for the children in a safe and secure environment. This role reports to the Head of Junior School.

Requirements:

- Diploma or Degree from a recognised university
- Excellent written and spoken English skills
- Good level of computer literacy
- Strong interpersonal skills
- Hardworking and able to work independently
- Previous experience of working with children in a school is desirable

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure that your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date for Applications: Friday, 29th January 2021

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidate must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.



JOB DESCRIPTION

Accountable to: Head of the Junior School

KEY ROLE/FUNCTIONS

To work under the instruction/guidance of the Head teacher to undertake the provision and co-ordination of activities for Junior School Children in the After School Care Club.

SPECIFIC DUTIES AND RESPONSIBILITIES

1. Support for Pupils

- To promote pupils' development in a safe, secure, challenging environment.
- To have regard for the safety and well-being of all pupils using ASCC at all times.
- To promote the development in the use of resources and equipment in order to gain maximum support from their use.
- To participate in pupils' play and extend and stimulate language through conversation.
- To promote the inclusion and acceptance of all pupils.
- To encourage good personal hygiene and behaviour.
- To encourage pupils to interact with others and engage in activities led by the ASCC staff.
- To ensure the appropriate supervision of pupils enrolled in the ASCC.
- To promote good behaviour, dealing promptly with conflict and incidents in line with school policies and to encourage pupils to take responsibility for their own behaviour, promoting self-control and independence.
- To organise healthy light snacks and drinks to the students.

2. Support for the Curriculum

- To undertake structured learning and fun activities, supporting pupils to understand instructions and adjusting activities according to pupil responses.
- To support pupils in the use of ICT, developing pupil's competence and independence in its use.
- To set up, prepare and maintain equipment/resources required and assist pupils in their use.

3. Support for the School

- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, Fire and Evacuation and confidentiality, reporting any concerns to be designated/appropriate person.
- To assist with the general supervision of pupils.
- To be aware of what is happening day to day by checking the noticeboard/intranet page.



- To assist with pupil first aid/welfare duties, liaising with parents/staff (including the school nurse) in the absence of the school secretary.
- To work as a member of the staff team in all relevant activities to develop the school/to contribute to the overall ethos/aims of the school.
- To participate in training and relevant professional development as required.
- To liaise with parents and caregivers as and when required.
- To liaise with the school accounts department regarding payment for the use of the ASCC.
- To ensure resources are ordered and available for the students.
- To keep and maintain a members list and to monitor for the daily signing in and out of the pupils.
- To act as line manager for the ASCC staff including organising cover in the event of staff absence.

Note:

- The After School Care Club Supervisor may be called upon to perform other duties that the Head of Junior School considers reasonable.
- This job description may be reviewed throughout the school year. In addition, it may be amended at any time after negotiation with you.

Working Hours:

Monday - Thursday
1.00pm – 5.30pm