



AFTER SCHOOL (SCHOOL AGE CHILDCARE) SUPERVISOR

Job Description & Person Specification

READVERTISEMENT

Application deadline – 17th July



ORGANISATIONAL BACKGROUND

For over 175 years, YMCA Dublin has been building safer, stronger, and more inclusive communities. Through affordable childcare, youth and family programmes, and community support services, we empower young people, support individuals and families, and create safe spaces where everyone can thrive.

OUR PURPOSE

We believe everyone should have the opportunity to belong to healthy, confident, secure and connected communities.

OUR VALUES

Welcoming, Inclusive, Empowering, Caring, Responsible

OUR PRINCIPLES

Strengths-Based, Trauma-Informed, Play-Inspired





CONTEXT FOR APPOINTMENT

This is an exciting time to join YMCA Dublin as we deliver on our ambitious strategic plan to expand our reach and deepen our impact by opening new Community Hubs across Dublin. These hubs will provide vital services, including affordable childcare, youth and family programmes, and community support initiatives.

The first of these new Community Hubs will launch in North Dublin in Spring/Summer 2025, spanning two locations: De Verdon Place (Malahide Road, Dublin 17) and Parkside (Belmayne, Dublin 13). Both facilities will offer School Age Childcare (after school services) as well as youth work, family support and community programmes.

To support this expansion, we are recruiting two After School Supervisors to oversee the School Age Childcare (SAC) services in these locations. These are key roles in ensuring a safe, inclusive and play-inspired environment where children can thrive. The roles are ideally suited to enthusiastic, compassionate individuals who will be excited by the challenge of establishing new services in a new community.



CONTEXT FOR APPOINTMENT

Title	After School (SAC) Supervisor
Reporting To	School Age Childcare (SAC) Coordinator
Direct Reports	Playworkers & volunteers
Place of Work	De Verdon Place, Malahide Road, Dublin 17 and/or Parkside, Belmayne, Dublin 13
Working Hours	25 hours per week (afternoons) during term-time and up to 40 hours per week during school holidays
Nature of Post	Permanent
Rate of Pay	17.05 per hour

ROLE SUMMARY

- Under the supervision of the School Age Childcare Coordinator...
- Delivery of after schools provision for primary school aged children on weekday afternoons during term time (up to 5 sessions per week)
 - Delivery of all day provision for primary school aged children during school holiday periods
 - Supervision of Playworkers and European Solidarity Corps (ESC) & Community Employment (CE) volunteers

PRINCIPAL DUTIES & RESPONSIBILITIES

Service Delivery

- **Engaging with Children & Young People & Facilitating Activities:** Maintain a hands-on approach by building positive, supportive relationships with children during After School and Holiday Camp sessions. Take the lead in facilitating age-appropriate, play-inspired activities, such as arts and crafts, music, and sports, to encourage active participation, stimulate creativity, and support personal development.
- **Role Model Behaviour:** Serve as a positive role model to staff & volunteers, children and parents/carers by demonstrating respectful behaviour, leading with kindness & compassion, and inspired by play.
- **Set-Up and Preparation:** Coordinate the preparation of spaces, materials and resources for activities, the provision of basic meals & snacks, and the provision a safe, clean & inclusive environment for children.

Quality Assurance

- **Planning & Development:** Coordinate the planning and development of play-inspired, needs-led programmes and activities for children, ensuring their full participation.
- **Respond to new practices and policy changes,** effectively communicating and aligning staff with updates.
- **Training and Development:** Undertake relevant practical training, e.g. safeguarding, first aid, food safety.
- **Compliance:** Ensure local implementation of YMCA policies and procedures at all times, and adherence to Tusla's National Quality Guidelines for SAC Services during after school sessions.

PRINCIPAL DUTIES & RESPONSIBILITIES

People Management

- **Supervision:** Provide individual supervision of local practitioners & volunteers, and carry out inductions and appraisals.
- **Teamwork:** Facilitate regular local team meetings and actively work towards building the team.
- **Performance management:** In consultation with line manager, deal with work-related performance issues, or conflict within the local team.
- **Leadership:** Promote a culture of continuous improvement and reflective practice.

Administration

- **Administration:** Ensure the completion of daily checklists, attendance and work records, and observations of progress.

Support & Engagement

- **Parental Engagement:** Act as the main local point of contact with parents/carers, including providing updates and addressing concerns and complaints.
- **Integrated Working:** Work closely with Family Support and other in-house services to ensure appropriate supports are in place for children, young people and their families.
- **Partnership Working:** Represent YMCA Dublin effectively to local partners, schools and community organisations.

Miscellaneous

- **Any Other Duties:** Be flexible and willing to take on additional tasks related to the delivery of YMCA services, as required

PERSON SPECIFICATION

Essential

QUALIFICATIONS & EXPERIENCE

- Recognised qualification in a relevant field, such as childcare, youth work or education
- Minimum 2 years' experience of working with school-aged children in paid or voluntary capacity

KNOWLEDGE & SKILLS

- Excellent organisational & administrative skills
- Strong interpersonal & communication skills
- Knowledge of play / youth work approaches
- Knowledge of relevant regulations & legislation
- Proficient in the use of ICT

QUALITIES & CIRCUMSTANCES

- Fluent in written & spoken English
- Self-motivated & able to work on own initiative
- Enthusiastic & compassionate
- Ability to work flexible and extended hours, including mornings during holiday periods.
- Willingness to undertake further training

Desirable

QUALIFICATIONS & EXPERIENCE

- Minimum Level 7 qualification in Childcare or equivalent
- Relevant first aid / food safety qualifications
- Experience in compliance inspections, e.g. Tusla
- Previous supervisory experience in a SAC work setting

KNOWLEDGE & SKILLS

- Knowledge of National Quality Guidelines for SAC Services
- Knowledge of relevant funding mechanisms, e.g. NCS
- Demonstrable ability to implement policies & procedures

QUALITIES & CIRCUMSTANCES

- Ability to participate in activities with children
- Current driving licence, and willingness to drive SAC vehicles for school collections.