



## JOB DESCRIPTION

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|--------------------|----------------------------------------------|-----------------|----------------|
| <b>Job Title:</b>  | Wraparound Care Supervisor                   | <b>Job Ref:</b> | CC 3.10        |
| <b>Location:</b>   | St Mary's CE Middle School                   | <b>Grade:</b>   | Dorset Grade 6 |
| <b>Reports to:</b> | Appropriate Senior Manager or Head of School |                 |                |

### Main job purpose

To lead a team of practitioners as part of the Wraparound Care Team, in offering a safe, stimulating environment before and/or after school.

To be responsible for the day to day running of the Wraparound provision.

### Main responsibilities and duties

1. Set up a welcoming environment for children and other adults.
2. Maintain a safe and stimulating environment, preparing activities and organising resources for each session.
3. Supervise the activities of individuals or groups of children. Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
4. Regularly utilising appropriate behaviour management skills in line with the school's relevant policies.
5. To be the first port of call in an emergency.
6. Manage refreshments and snacks in line with school policy and be responsible for ordering food.
7. Follow safeguarding procedures and school policies and procedures. To advise the DSL of any concerns e.g. over children, child protection, parent/carers or the safety of equipment, preserving confidentiality as necessary.
8. To be aware of special needs a child may have.
9. Ensure that clubs are a safe environment for children, equipment is safe, standard of hygiene is high, safety procedures are followed at all times and fire drills/evacuation procedures are carried out effectively.
10. To be involved in the development of other staff, including training, assessment, monitoring and supervision.
11. To support SLT in preparation of any Ofsted visit as required.
12. To undertake any other lesser or comparable duties as required, or as directed by the member of SLT responsible for the Wraparound Care.

### Knowledge and Skills

1. To hold a Level 3 qualification in Childcare, or equivalent relevant experience.



2. To be committed to undertaking further training or development as required.
3. Have a detailed understanding of child development and relevant experience of working with children.
4. Be able to act under own initiative and to make decisions.
5. To have the ability to establish good relationships with children, parents and other staff, communicating clearly and sensitively.
6. To relate well to children and adults and work co-operatively with the staff team and with parents to share knowledge and expertise for the benefit of the children.
7. To be aware of the need for confidentiality.

### **Supervision & management**

1. Carry out day-to-day administration, ensuring records are properly maintained, e.g. attendance register, accidents, additional sessions, etc.
2. Order materials and equipment, keeping to an agreed budget.
3. Ensure that all legal and statutory requirements are implemented and provide reports as required.
4. Liaise with parents and carers informing them about the club and its activities.
5. The post holder will be required to support the induction, performance management and further training of the Childcare Workers.

### **Resources**

Books, stationery, writing equipment, ICT and AV equipment.

### **Working Environment**

Part of the working day is spent standing, with periods of crouching / bending to engage pupils in activities.

There may be occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene needs.

### **Contacts & relationships**

Contact with staff to pass and receive information, advice, guidance, suggestions and ideas.

Contact with professionals to provide daily support for pupils with known medical conditions.

Contact with parents / carers and other agency staff to provide support for children, such as giving feedback on children's individual needs.

### **Work Demands**

On a daily basis, adapt activities for individuals and groups of children.

Use a variety of techniques to establish supportive relationships with children, parents and carers.

A creative approach to supervisory duties, training and supporting staff is required.



Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of children in relation to their education activities, behaviour and care. These decisions often need to be made immediately to deal with the situation presented.

There will often be a need to make immediate decisions, without initial referral to the Headteacher or Management Committee, in relation to immediate care, control and safety of children.

Whilst every effort has been made to explain the main duties and responsibilities of this role, each individual task will not be identified. It is expected that all colleagues will endeavour to deliver any tasks identified as reasonable by the Head of School.

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|-------------------------------------|--------------------------|--------------|------------|
| <b>Job description prepared by:</b> | Bryan Trim               |              |            |
| <b>Designation:</b>                 | Support Services Manager | <b>Date:</b> | 10/05/2024 |



# PERSON SPECIFICATION

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| Criteria                                 | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Desirable                                                                                                                                                                                                                                 |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>                    | <ul style="list-style-type: none"> <li>5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>NVQ Level 2/3 or equivalent or working towards this</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Basic First Aid training</li> <li>Food Hygiene training</li> </ul>                                                                                                                                 |
| <b>Experience</b>                        | <ul style="list-style-type: none"> <li>Experience of working with children</li> <li>Experience of working with children in an educational environment</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Experience of leading a team</li> <li>Experience of working with children who have a variety of educational needs</li> <li>Experience/understanding of OFSTED inspections and follow up</li> </ul> |
| <b>Professional Knowledge</b>            | <ul style="list-style-type: none"> <li>Understanding of the school's health and safety policy</li> <li>Understanding of basic first aid procedures</li> <li>Understanding of food hygiene</li> <li>Knowledge of school's behaviour and management policy and procedures</li> <li>Knowledge of Child Safeguarding</li> </ul>                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                           |
| <b>Professional Skills and Abilities</b> | <ul style="list-style-type: none"> <li>Excellent verbal communication skills</li> <li>Patience and commitment</li> <li>Ability to remain calm and make decisions whilst under pressure</li> <li>Good organisational and planning skills</li> <li>Ability to work under own initiative</li> <li>Ability to respond sensitively and flexibly to competing demands from pupils</li> <li>Ability to handle confidential information with discretion</li> <li>Ability to cope with personal hygiene needs and respond sensitively to pupils' needs</li> <li>Ability to work with individuals and small groups of children.</li> </ul> | <ul style="list-style-type: none"> <li>Excellent evaluation and monitoring skills</li> </ul>                                                                                                                                              |



|                                      |                                                                                                                                                                                                                            |  |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                      | <ul style="list-style-type: none"><li>• Willing to undertake training as required</li><li>• Satisfactory DBS clearance (will be confirmed as part of pre-employment checks)</li></ul>                                      |  |
| <b>Physical Skills and Abilities</b> | <ul style="list-style-type: none"><li>• Ability to work with and control children showing care and understanding</li><li>• Able to exert moderate physical effort; crouching or bending when working with pupils</li></ul> |  |