

Job Description

Wraparound Care Supervisor



Name of School: Lindridge St Lawrence CE VA Primary School

Job Title: Wraparound Care Supervisor

Grade: Grade 3

FTE: 5.75 hours per week, term time only (plus 5 TED days pro rata).

Split Shift - 7.15am to 8.45am Wednesday to Friday;
and 3.00pm to 5.30pm alternate Fridays

Status: Permanent

Responsible to: Head teacher

This job description outlines the main duties and level of responsibility of the post. Job descriptions will be reviewed annually, in consultation with the Headteacher.

Main Purpose of the Post

- Running of the Breakfast and After School Clubs
- Working with all staff to provide care, as well as play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual developmental needs of the children.
- Liaising with parents to encourage parental involvement and support for the Breakfast and After School Clubs.
- Actively promoting and marketing the provision within the wider community to increase numbers.
- Ensuring high standards of care in a safe and secure environment.
- Order food supplies and coordinate a healthy menu to provide breakfast and snacks.

Delivering Wraparound Care Provision

1. Coordinate and oversee the before and after school clubs, working closely with school staff.
2. Deliver high quality creative play opportunities both indoors and outside.
3. Ensure that all activities are inclusive for all children to take part in.
4. Help develop and maintain good relationships and communications with parents/carers and school staff.
5. Liaise with school staff regarding the needs of children attending the club.
6. Manage staffing levels based on the number of children attending.

Administrative duties and responsibilities include:

1. Adhering to all policies and procedures of the Breakfast and After School Clubs.

2. Maintaining all records relating to the Breakfast and After School Clubs in accordance with data protection and freedom of information legislation/regulations.
3. Provide attendance lists for the school office and advise of any additional bookings as they come in.
4. Monitor resources and place grocery orders to ensure adequate stock.
5. Effectively managing the occupancy levels of the Breakfast and After School Clubs to ensure you remain within ratio.
6. Promoting and marketing the School Breakfast and After School Clubs to maintain occupancy and revenue streams.
7. Developing professional working relationships with the school and all relevant professionals.
8. Monitoring and evaluating the quality of the Breakfast and After School Club's service.
9. Carrying out any other duties that would enhance the work of the School extended day services.

Health and safety duties and responsibilities include:

1. Prepare, maintain and monitor a safe and secure environment for children.
2. Maintaining an up-to-date knowledge of health and safety legislation/legal guidance.
3. Undertaking the appropriate risk assessments for the Breakfast and After School Clubs, where necessary.
4. Work safely ensuring all Health and Safety regulations, COSHH and Food Hygiene are followed.
5. Ensuring that adequate standards of safety and hygiene are maintained throughout the Breakfast and After School Clubs, including the completion of appropriate risk assessments, and the recording and reporting of hazards and incidents.
6. Liaise with parents/carers to meet individual children's welfare, cultural and developmental needs.

Safeguarding duties and responsibilities include:

1. Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
2. Undertaking Designated Safeguarding Lead training.
3. Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the School.
4. Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the Breakfast and After School Clubs, and reporting the outcomes to the designated safeguarding lead.

General duties and responsibilities include:

1. Contributing to the quality assurance process of the school and the Breakfast and After School Clubs.
2. Contributing to the development of the school improvement plan and to the fulfilment of its objectives.

Please note;

- Lindridge St Lawrence CE VA Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.
- The post holder may be required to undertake such other tasks appropriate to the level of appointment as the Head teacher may require. All parties share a responsibility for ongoing dialogue, to ensure that the duties outlined within this job description remain fair and reasonable and continue to be appropriate to meeting the needs of children and young people in the school.
- The Governing Body reserves the right to alter the contents of the job description after consultation to reflect the changes in the job or services provided, without altering the general character or level of responsibility.
- The duties described in this job description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Local Authorities Equal Opportunities and Race Equalities Policy.