

Job Description

Title: Wrap Around Care Supervisor
Responsible to: Head Teacher, SLT
Hours/Weeks: 39 weeks per annum (term time), Part Time, 20 hours per week

Main purpose of the job

To work under the instruction / guidance of the School's Leadership to supervise groups of children within our breakfast and afterschool club provision.

Key Duties

- Build excellent relationships with the children attending our wrap around care.
- Prepare, maintain and use resources required to meet learning intentions and specific needs.
- To complete a weekly food order for provisions
- To help prepare and cook food for children.
- Use own initiative to prepare and lead games and activities that the children find engaging, and will support them (both academically and socially).

Job activities to include

- Supervision and provision of support for pupils, including those with additional needs, ensuring their safety.
- Encouraging pupils to interact appropriately with others and engage in school activities.
- Supervise and assist with medical / toileting needs as required.
- Set challenging and demanding expectations and promote independence and self-esteem, in line with school policies.
- Establish constructive relationships with pupils and interact with them according to individual needs, promoting inclusion.
- Help create maintain a purposeful, orderly and supportive environment so that children understand which resources are available and how to engage with them.
- Promote excellent pupil behaviour, dealing promptly with incidents in line with the agreed behaviour policies.
- Establish constructive relationships with colleagues, parents and carers and other staff and partners involved with the school.
- Attend weekly meetings and discussion which contribute to the overall aims of the school.
- Demonstrate a commitment to inclusion for all.

	ESSENTIAL	DESIRABLE
Qualifications	Good numeracy and literacy skills.	NVQ 2 or above for Teaching Assistants or equivalent qualification / experience. First aid training. Food Hygiene Certificate Level 2.
Experience	Working with or caring for children of a relevant age.	Worked with children in a similar setting previously.
Knowledge and Skills	<p>Effective use of ICT and relevant technologies.</p> <p>Basic understanding of child development.</p> <p>Ability to work under supervision and independently.</p> <p>Ability to relate well to children.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to follow own initiative in preparing activities.</p>	<p>Understanding of relevant policies and practices.</p> <p>An understanding of the curriculum and other learning strategies.</p>