



Together...
Believing, Achieving, Succeeding.

JOB DESCRIPTION

Job Title: Wrap Around Care Supervisor

Responsible to: Assistant Head Teacher or Headteacher

Important Relationships: Pupils, Parents, Assistant Head Teacher, Headteacher

Teachers, Support Staff, Office Staff

Aquila Pay Level: APLb £24,100 (pro rata term time only)

Main Purpose of Job

- To provide appropriate Wrap Around Care (WAC) with high quality provision of varied activities for pupils to enjoy in a safe, relaxed and calm environment at the beginning or end of the school day
- To be responsible for ensuring all staff follow and maintain the duties and responsibilities listed below
- To provide a weekly plan of activities that will motivate and engage the children and share this with the team
- To maintain accurate records of children who attend WAC, including allergies/medical needs or SEND
- To create staffing rotas with specific roles for each member of staff in order to ensure there is always adequate supervision of the children who attend WAC
- To liaise with the Assistant Head Teacher when staff absence impacts on staffing ratios
- To ensure the weekly food order is completed within the required timescales
- To liaise with parents/the office staff regarding children who have not booked in advance of attending the provision

Duties and Responsibilities

- To adhere to the school's Code of Conduct.
- To safeguard children and ensure and promote their health & safety
- To maintain the healthy eating policy
- To maintain food hygiene standards by completing stock control daily, ensuring cupboards and fridges etc. are cleaned in line with expectations
- To set up areas before children arrive and tidy away at end of each session (ensuring kitchen area and all tables are cleaned after each session)

- To make contributions towards the planning of the activities and games to interest and stimulate the children
- To organise the space and resources to create a welcoming, relaxed and informal environment, whilst maintaining appropriate behaviour expectations
- To meet and greet children as they arrive and liaise with parents at the gate during drop off and collection times ensuring a positive relationship with both
- To establish supportive relationships with the pupils and to encourage acceptance and inclusion of all pupils.
- To settle children and serve breakfast in the morning and afternoon snack, encouraging the children to be independent or help others.
- To interact with children, discussing their school day, playing games or simply having conversations on an individual or small group basis.
- To ensure there is a good standard of behaviour in line with the school's behaviour policy. To follow the school behaviour policy, using positive approaches that will promote and reinforce pupils' self-esteem.
- To monitor behaviour and ensure all children are happy and content (any concerns should be reported on Bromcom and shared with the relevant professionals).
- To bring any concerns to the attention of the Assistant Head Teacher and/or parents as necessary.
- To note any information passed on from parents and pass onto the Office staff and Class teachers as well as Assistant Head Teacher/ Headteacher/SLT and other relevant professionals as appropriate.
- To administer minor first aid (as trained), to assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are unwell as needed.
- To ensure that children are changed and clean if they have had a toileting accident. (2 staff are required to carry out any support with changing)
- To be aware of confidential issues linked to home/pupil/Teacher/school work and to ensure the confidentiality of such sensitive information.
- To remain aware and work within all relevant school working practices, policies and procedures. Ensure emails are read regularly to keep up to date.
- To attend staff meetings and school-based INSET as required.
- To be aware of and work in accordance with the school's safe guarding child protection policies and procedures. To use the school's reporting system, Bromcom, to report any concerns relating to such procedures which may be noted during the course of duty on.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake other duties appropriate to the grading of the post as required.
- To maintain confidentiality of information acquired in the course of undertaking duties for the department.

Signed (employee)..... Date