

JOB DESCRIPTION	
SCHOOL	Kingsnorth
JOB TITLE	Wrap Around Care Supervisor
GRADE	APLb
REPORTS TO	Breakfast Club Manager and SLT
DATE	JUNE 2025

Main purpose

Manage the day-to-day running of the wrap around care provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.

Duties and responsibilities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Brief other wrap around care provision staff so they're aware of how the activities will run
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Manage stock of resources necessary to carry out planned activities
- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure all policies are up to date and implemented consistently by all staff
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy and follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)
- Keep accurate records of pupils attending the wrap around care provision, including medical/dietary needs and emergency contact details
- Keep accurate attendance records and report non-attendance in line with school procedures
- Be responsible for pupils until the school day starts OR a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness

collaborate | enrich | trust | innovate | aspire | nurture

- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Look after children who are upset or have had accidents or are unwell
- Assist pupils, on an occasional basis, with personal hygiene routines including toilet training, changing of incontinent /sick children, dressing and undressing

Working with others

- Manage and support other wrap around care provision staff, setting clear expectations for the requirements of their role
- Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- Work with external agencies as appropriate

Additional Expectations

- To have read and understood the Kingsnorth Staff Handbook issued at induction, as this contains many operational instructions to help you carry out your duties

The employee is expected to undertake any other duties which from time to time may be required and be relevant and commensurate with the post, as deemed necessary by the Headteacher.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment and work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.

The employee is expected to show a commitment to promoting the ethos and values of the school, as well as the wider trust, ensuring an environment that empowers pupils to achieve their highest potential.

This job description may be amended at any time following discussion between the head teacher and member of staff and will be reviewed annually.

CRITERIA	QUALITIES	ESSENTIAL OR DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) • Level 2 Food Safety Certificate 	<p>Essential</p> <p>Desirable</p>
Experience	<ul style="list-style-type: none"> • Working with children or young people • Leading a team • Delivering activities to engage pupils and support development 	<p>Essential</p> <p>Desirable</p> <p>Desirable</p>
Skills and knowledge	<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to deliver instructions to junior team members • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>
Personal qualities	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>

Print name (Employee):

Signed (Employee):

Dated:

Signed (Headteacher):

Dated: