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| Post Holder |  |
| The descriptions of the duties, responsibility and accountability for the post of Wraparound Supervisor have been set out in this job description. | |
| Areas of Responsibility | The day-to-day running of wraparound care services, ensuring a safe, stimulating, and enjoyable environment for all children. You will maintain high standards of care, and work in close partnership with parents and school staff. Your responsibilities include providing snacks and where appropriate supper for the children. |
| Accountable to | Headteacher |
| Post holder signature | Date: |
| Headteacher signature | Date: |

**Generic Duties: All Members of Staff**

To promote the vision and aims of St Nicholas at Wade CEP school so that each and every child reaches their full potential. We work together to ensure we are all the best we can be, we expect staff to work collaboratively, sharing good practice and resources to realise our aims for children’s personal, social, spiritual and academic outcomes. All staff should act with honesty and integrity at all times, following the school ‘Code of Conduct for Staff’ and engage positively with your own appraisal and line management and undertake specific tasks reasonably delegated by the headteacher. Staff are expected to demonstrate our Christian values of Courage, Honesty, Kindness and Resilience in every aspect of their role.

Safeguarding:

Safeguarding and promoting the welfare of children is at the heart of what we do. St Nicholas at Wade is committed to prioritising the guidance and regulations that safeguard children. We expect all our staff to notice when children may be at risk and to report any concerns in a timely manner through ‘My Concern’ All staff will read KCSIE part 1 and will attend safeguarding training to ensure they fully understand the signs and indicators of abuse and know how to use the systems, processes and protocols that surround this.

Health and Safety:

Employees are required to work in compliance with the schools Health and Safety policies and under the health and safety at work act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

ICT and Data Protection:

It is essential when working with computerised systems that you are completely aware of your responsibilities to protect the personal information of pupils.

All staff will read the ‘Acceptable Use Policy’ and are expected to follow the procedures and protocols laid out in this document. ICT should be used creatively to inspire and motivate pupils where it is relevant to do so. All staff are expected to utilise ICT, for example, the calendar and email system to improve communication and reduce paper use.

**Duties and Responsibilities**

* Warmly welcome children on arrival and take the daily register. Ensure all children are marked out once collected by the agreed adult.
* Submit the completed register to the school office at the end of each session.
* Create and coordinate a weekly timetable of engaging and age-appropriate activities.
* Set up resources and equipment needed for activities. Encourage children to take responsibility for tidying up and looking after equipment.
* Actively engage with children during activities when needed.
* Provide a light supper (e.g. soup and bread, sandwiches, beans on toast). Construct a varied menu that meets the needs of the children and encourages healthy eating habits.
* Be aware of and adhere to children’s allergies and dietary requirements.
* Attend to children's emotional wellbeing, seeking support from leadership when necessary.
* Follow the school’s behaviour policy, consulting leadership as appropriate.
* Communicate clearly and professionally with parents and carers at collection time.
* Collaborate with the wider school team and leadership to ensure the highest quality of care and provision.
* Complete a first aid course (arranged by the school).
* Uphold and model our school values: **Courage, Resilience, Honesty, Kindness, and Being the Best You Can Be.**