



Ryhall CE Academy

Job Description

Wrap Around Care Supervisor (Assistant)

Name:

Post Held: Wrap Around Care Supervisor (Assistant)

Responsible to: Headteacher

Liaises with: Office Manager, Office Administration Assistant and Headteacher

Main purpose of job:

Wrap Around Care Supervisors (Assistant) are engaged on a part time basis to undertake supervision of pupils before and after school when requested to do so by parents (as part of our paid-for extended hours programme). The extent of the supervision to be exercised from entry of pupils into the facility, providing a healthy snack in accordance with food hygiene standards and providing close supervision in the playground/field or classroom whilst children are engaged in a range of activities until children are safely collected from the site by a registered parent or carer. High levels of confidentiality should be maintained at all times and all safeguarding procedures adhered to. Liaison with parents/carers will be necessary.

DUTIES AND RESPONSIBILITIES

- To lead the day to day management and organisation of the Wrap Around Care on any day for which you are scheduled and liaise with other members of the team.
- To follow all Child Protection and safeguarding policies and procedures to ensure the safety of the children in your care.
- To work under the direction of the Headteacher following agreed activity plans and procedures for all booked sessions.
- Work with all staff to ensure and provide care, high quality creative play opportunities and activities in a homely, nurturing, and safe environment, with regard to the individual development needs of the children.

- To contribute to the development of a purposeful social & learning atmosphere and implement and monitor the school's behaviour and rewards policy and any related policies and procedures.
- To actively liaise with other staff in sharing of appropriate information in a timely manner.
- To actively support pupils in engaging in designed and free-choice activities, promote healthy eating, respect for others and a reasonable noise level (one that means people can hold conversations) whilst maintaining an orderly environment.
- To contribute to the care, health and welfare of all pupils in accordance with the school's health and safety and related policies.
- To be responsible for the day to day administration and record keeping that includes maintaining records of attendance and providing information returns and other appropriate records as required.
- Undertake First Aid training and deal with all incidents and injuries in accordance with the training and maintain a current First Aid certificate by completing training every three years and refresher training annually.
- To keep agreed records of behaviour and medical incidents and report these to the class teacher or a senior member of staff as appropriate.
- Monitor and evaluate the quality of the service.
- To ensure that adequate standards of safety and hygiene are maintained throughout the Wrap Around Care, including the adherence to appropriate risk assessments and recording and reporting of hazards and accidents.
- To develop and maintain professional knowledge and understanding, including contributing to and participating in CPD.
- To perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

GENERAL

To actively promote our agreed Christian Values and school vision.

It is expected that all staff work collaboratively to share good practice, resources and ideas and realise the school vision and aims. All staff should act with professional integrity at all times, following the school/Trust 'Staff Code of Conduct'.

Ryhall CE Academy is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by Ryhall CE Academy. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead (DSL) or one of the Deputy DSLs in their absence. Any successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.

PERSON SPECIFICATION

WRAPAROUND CARE SUPERVISOR (ASSISTANT)

You will need to be:

someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach, as well as, an ability to lead and motivate a range of staff.

Qualification and other required skills	Essential	Desirable
Appropriate qualifications and experience in Child Care/playwork or equivalent	X	
Excellent communication skills	X	
Recent experience of working with children age 4-11	X	
Ability to provide and facilitate safe and creative play opportunities	X	
Ability to use language and other communication skills to which children can relate	X	
Good organisational skills	X	
Ability to work effectively with other colleagues and parents	X	
Willingness to adopt a flexible approach	X	
Good knowledge and understanding of equal opportunities and special educational needs (SEN)		X
A commitment to the safeguarding of all children	X	
Relevant supervisory experience		X
First Aid Qualification		X
Food Hygiene Qualification		X
Experience of administration systems		X
Competent in using computer systems including email	X	