

Job Description: Wraparound Care Supervisor

Responsible to: Vice Principal

Key Areas:

- To be responsible for the overall running of the club, ensuring the safety and well-being of all children that attend.
- To be responsible for providing high quality appropriate play opportunities.
- To participate in discussions with the Vice Principal relating to monitoring the effectiveness and quality of the provision.
- To act as a keyworker if necessary, liaising closely with the parents/carers and ensuring each child's needs are recognised and met.
- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club policies and procedures, taking into account children's individual needs
- Abide by and implement all club policies and procedures, the implementation of playwork principles and general childcare requirements
- Take responsibility, along with other staff, for the health and safety, accident prevention and smooth running of emergency procedures for both children and other members of staff
- Ensure understanding and appropriate implementation of all the club's policies and procedures

Duties and responsibilities:

- To help with the setting up of the wraparound care club daily programme and the tidying away at the end of each session.
- To ensure that the setting is a safe environment for children, that the equipment is safe, standards of hygiene are high and safety procedures are implemented at all times.
- To ensure any concerns are reported to the Vice Principal immediately.
- To advise the Vice Principal of any concerns e.g., over children, child protection, parents/carers or the safety of equipment, preserving confidentiality as necessary.
- To be aware of any special needs a child may have and familiarise oneself with any relevant play and learning plans necessary.
- Occasionally attend staff/planning meetings or training courses as required.

- To keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job.
- To show commitment to promoting equality and recognising and respecting diversity in daily practice.
- To keep up to date with current good practice and follow all school policies and procedures.
- To undertake any other reasonable duties as directed by the Vice Principal or Principal in accordance with the action plan and school policies and procedures.
- Provide a varied environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met
- Liaise with the Vice Principal and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded
- Support children to develop independence in all aspects of the Wraparound Care Club.
- Encourage children to self select during snack/tea time and ensure water is accessible at all times for all ages.
- Take responsibility with other staff members for following the Wraparound Care Club's registration and departure procedures.
- Keep appropriate, accurate and efficient records to support children's play and well-being
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation
- Show a strong commitment to attend training and ongoing professional development, keeping up to date with recent developments and initiatives relevant to current practice
- Participate in and attend meetings which relate to the Wraparound Care Club's management, administration or organisation including open days or evenings as required
- Participate in the supervision and appraisal system of own performance
- Undertake any other duties as may be reasonably required by the Vice Principal

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of the Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Office Manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation