

# Wrap-around Club Supervisor Job Description



**The Bishop Konstant Catholic Academy Trust**

St Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD

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## Main purpose of the job

- Assist in preparing the Wrap around Club facilities and activities to ensure agreed high quality standards are met.
- To set up and pack away equipment as needed, in a timely fashion for a 3.30pm start and 6.00pm finish.
- To supervise the children as they eat, encouraging social skills; conversation and table manners.
- Provide pupils with the opportunity to have a variety of free play and structured play – physical activity, creative activities, reading.
- Establish good relationship with children.
- Interact positively with children, encouraging co-operation and mutual support, following the school's behaviour policy.
- Monitor children's well-being; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children – maintain a register of children attending, ensure students are signed in and out of the club, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, record all incidents in the incident book, ensure children understand action to be taken in case of fire.
- Recognise the importance of the Wrap around Club and the impact it has on pupils' learning, attitude to the school and home life.
- Taking pride in providing an enjoyable meal and activities for pupils.
- Anticipate pupils' needs and make suggestions to support them.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Ensure all pupils have equal access to opportunities to learn and develop.
- Duties and responsibilities of the post may change over time as requirements and circumstances change.
- The person in the post may also be required to carry out such other duties, consistent with the grade, from time to time.

## To contribute as an effective and collaborative member of the school team:

- Participate in training
- Undertake first aid and safeguarding training as required.
- Participating in the on-going development, implementation and monitoring of the service plans.
- Attend meetings and team briefings to ensure the policy and procedures of the school are upheld.

## Skills & Ability

- Understanding of relevant policies/codes of practice when working with children.
- Awareness of relevant legislation.
- Commitment to and understanding of equal opportunities.
- Basic understanding of child development and learning.
- Effective communication skills – able to relate well to parents and carers.
- A caring attitude.
- Tact and sensitivity.
- Observational skills.
- Very approachable.
- Keen attitude to learn and understand the school's policies, procedures and protocols.
- Ability to work as part of a team and follow instructions.
- Able to react calmly and quickly in an emergency.
- Confidence in dealing with children, maintaining discipline, motivating them and ensuring their well-being.
- Ability to evaluate your own learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Ability to run the club independently, passing vital information to senior leaders as necessary.
- Ability to promote the school and extended services when talking to parents, visitors, colleagues and members of the community.

## Essential qualities:

- Good time keeping and attendance.
- Reliable and flexible.
- Good sense of humour.

## Desirable:

- A minimum NVQ Level 2 or equivalent.
- Level 2/3 play worker qualification.
- Level 1 food hygiene certificate.
- Safeguarding certificate.
- Related sports/activity leader qualification.

## Creativity/Innovation

- How much of the work is routine and how much is dealing with unexpected demands?
  - Routine decision making, concerning the welfare of children in the club.
- How often would the post holder deal with new situations?
  - Daily
- How difficult/complex are the problems dealt with?
  - Deals with accidents and medical emergencies arising with children.
  - Deals with inappropriate behaviour in line with the school's behaviour policy.
- What guidance is available and from whom? How easily is this available?
  - Works under the direct supervision of the senior leadership team – usually Head Teacher.
  - Guidance is available at all times.

## Responsibility

- Does the job have direct budget responsibility?
  - No.
- Is the post responsible for other resource, eg equipment etc?
  - Play equipment.
- Is the job responsible for service delivery? If so, what is the nature of the service?
  - Services to the school, parents, children and other members of staff.
- What are the consequences of an error?
  - The safety and well-being of children are put at risk.

## Service Delivery

- What kinds of impact/effect or outputs does the role have on:
  - Internal groups – teachers (areas left tidy for lessons), children (cared for in a safe environment with stimulating and exciting activities), school (enables longer hours of childcare to be provided and attracts more parents to use the school/club).
- People external to the authority:
  - Parents – enabled to continue with their employment/training with the knowledge that children are happy and cared for in a safe environment.

## Managing People

- There are no managing people responsibilities attached to this role.
- The responsibility is for the care and welfare of children in the club so need to be organised and prepared with activities.

## Judgement Exercised/day to day amount of supervision received

- What types of decision are made without reference to senior staff?
  - Daily organisation of activities.
  - Routine decisions concerning the welfare of children.
- What types of decisions are made in consultation with others?
  - Changes to policy and procedures are made in consultation with Headteacher.
- Who authorises action on these decisions?
  - Headteacher, SLT, Governors.
- Internal contacts:
  - children – to care for them within the club – daily
  - teaching staff – liaise about welfare of children – daily.
- External contacts:
  - parents – welfare of children – daily.