

GLF Schools – Job Description

<b>Job Title</b>	Wraparound Care Supervisor	<b>Job Grade</b>	
<b>Location</b>		<b>Travel Required</b>	No
<b>Core purpose</b>			
<ul style="list-style-type: none"> <li>• To be responsible for the development and daily management of our Wraparound Care Provision providing a safe and caring environment in line with relevant national standards and guidance, where children aged 4 - 11 years of age can enjoy a range of play, learning and leisure activities.</li> <li>• To organise a daily routine that meets the emotional, social, physical and intellectual needs of the children.</li> <li>• To organise and order food for meals for children in the provision.</li> <li>• To build links and work in partnership with parents, carers and professionals to promote the well-being of the children.</li> <li>• Attend and participate in meetings with the leadership team to ensure the smooth running of the wraparound care.</li> </ul>			
<b>Key Accountabilities</b>			
<ul style="list-style-type: none"> <li>• To undertake the daily management of the provisions, ensuring that staff are aware of their duties, maintain high standards throughout the provisions, ensure the health, safety and welfare of the children and implement activities in line with relevant guidance.</li> <li>• To plan and develop appropriate activities to ensure that wrap around provision guidance is met at all times and, with support, suitably equip the provisions in order to support children’s physical, emotional, social and intellectual development giving consideration to ethnic, cultural and linguistic backgrounds.</li> <li>• To ensure policies and procedures are understood and followed by all staff and volunteers within the provisions.</li> <li>• 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 and maintaining records of staff attendances, organising cover when necessary.</li> <li>• To be responsible for the day-to-day preparation of the rooms : for example setting up for breakfast and locking up at the end of the afternoon sessions.</li> <li>• To be responsible for weekly online food deliveries, booking, ordering and unpacking.</li> <li>• To keep up-to-date and ensure the provisions implements new legislation, procedures and requirements, including hygiene and health and safety regulations.</li> <li>• To identify any potential safeguarding issues related to specific children or to the overall running of the Wraparound Club provision, liaising with the school’s DSL (Designated</li> </ul>			

Safeguarding Lead) and other professionals as appropriate in order to safeguard and promote the welfare of children.

- To develop and maintain good communication with all staff, head teacher and governing board, parents and with the wider community.
- To ensure all staff adhere to the Behaviour Management Policy when dealing with behaviours incidents.
- To administer basic/paediatric First Aid where appropriately trained. Ensuring that an accident form is completed and that parents/carers are informed as required.
- To oversee preparation of nutritious and healthy meals whilst ensuring hygiene and health and safety standards are met.
- The supervisor will be expected to direct and supervise the provisions staff. The post holder must have the capacity to plan ahead, anticipate potential difficulties and establish a course of action.
- The post holder must have effective communication skills to be able to inform, persuade, inspire and motivate children and staff and provide feedback to professionals and parents and other stakeholders.

#### **Other**

- To undertake such additional duties appropriate to the level of the post as may be required, from time to time as directed by the Headteacher.

#### **Accountability**

- Accountable to the Headteacher
- GLF Schools expects its employees to work flexibly with the framework of the duties and responsibilities above. This means that the post holder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.

#### **Collaborative working**

- GLF Schools promotes a cross-cluster collaborative approach, allowing colleagues to share expertise and experience, ensuring all children in our schools receive an excellent education and reach their potential. Through this cluster model, GLF Schools is committed to providing opportunities for professional development and career progression.

#### **Safeguarding**

- GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.

