



Job Description and Person Specification for Wraparound Club Leader

Post Held: Wraparound Club Leader

Responsible to: Wraparound and Catering Manager (WCM), Business Support Manager (BSM)

Liaises with: Staff, Parents

Salary: Bucks Pay 2 £24,879 - £26,961 FTE (Actual £20,586 - £22,309)

Hours: Varying hours on a rota basis covering 10:30 – 18:30 or 07:15 to 15:15 (37 hours per week) with 30 mins lunch break per day. Term time only.

Job Purpose

Manage the day-to-day running of the extended provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Planning and delivering

- Deliver age-appropriate activities and experiences to support pupils' development
- Brief other extended provision staff so they're aware of how the activities will run
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- Manage the set up and clear down of activities leaving the school areas used ready for teaching and learning during the normal school day
- Manage stock of resources necessary to carry out planned activities and liaise with WCM to raise orders
- Working with the WCM, organising a safe procedure for the collection of children, registering, dismissal at normal school time and after extra-curricular clubs finish

Health and safety and Safeguarding

- Observe pupils and the environment and take action to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Rigorously follow William Harding's safeguarding policies and procedures
- Ensure the safeguarding team are promptly notified of any concerns

Behaviour

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- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers or SEN on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Working with others

- Manage and support other extended provision staff, setting clear expectations for the requirements of their role
- Be flexible to provide cover when needed in times of team absence
- Working with the WCM, encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events

Relations with pupils, staff and parents

- Ensure the Wraparound team assist in promoting the general progress, well-being and positive behaviours and attitudes of pupils, by fostering respectful and supportive relationships
- Ensure the Wraparound team motivate and encourage pupils by building on their strengths and improving areas of weakness
- Ensure the Wraparound team safeguard the health and safety of pupils, with particular reference to child protection
- Ensure the Wraparound team liaise effectively with parents and carers
- Ensure the Wraparound team maintain and respect confidentiality and professional conduct

Administrative and clerical tasks

- Ensure the Wraparound team assist in the correct administration of First Aid
- Record keeping and filing
- Undertake any further responsibilities reasonably requested by the Business Support Manager or SLT

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) 	<ul style="list-style-type: none"> • First Aid • Childcare qualifications • Managing Meds in school
Previous Experience	<ul style="list-style-type: none"> • Working with children or young people • Leading a team • Planning activities to engage pupils and support development • Good time management and organisational skills • Ability to respond quickly and effectively to issues that arise • Ability to use own initiative and take action accordingly • Effective communication with adults and children 	<ul style="list-style-type: none"> • A knowledge/understanding of the primary school curriculum • Experience at and a commitment to maintaining and developing extra curricular activities in the school • CPOMS
Professional Skills and Experience	<ul style="list-style-type: none"> • Ability to deliver instructions to junior team members • Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies • Ability to build effective working relationships with colleagues • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion • Ability to demonstrate a good basic literacy, numeracy and ICT skills • A sound primary school philosophy that values the whole child • Team player • Adaptable, flexible and solution-driven • Enthusiastic, positive, committed and hardworking • Confidentiality 	<ul style="list-style-type: none"> • Experience of supervising a team • Experience of working in a large school • Safeguarding within a large setting

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Personal Qualities		
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