Job Profile

	Post Title	Grade
	Wraparound Manager	Grade 5

Statement of Purpose

Under an agreed system of supervision, provide safe and stimulating care for children.

Support to Pupils

- Plan a range of suitable activities for children with an age range of 3-11 on a half-termly basis.
- Providing nutritional snacks for children.
- Providing a facility for children to do their homework.
- Ensuring the welfare and safety of children within our care.
- Promoting good behaviour with the group.
- Treating all children as individuals and to have a secure knowledge and understanding of their needs while they are within our care.
- To act a First Aider.
- Motivating and encouraging the children to participate in activities.
- Liaising with Class Teachers and parents/guardians.
- Developing methods of promoting the children's self esteem.
- Encouraging acceptance of children with special needs.
- To be ready at all times for emergency situations.
- Ensure a clean, tidy environment conducive to fostering good health and safety practice.
- Maintain up to date statutory and non-statutory policies and procedures required for the efficient running of the club.
- Ensuring the club is maintained to Ofsted standards of care.

Support to Other Staff

- Ensuring all members of staff work together as a team.
- Guiding and directing other members of staff to meet the planned activities.
- Providing nutritional snacks for children.

Support Administration

- Being responsible for collecting fees from parents and ensuring they are put in a secure place.
- Keeping parents informed of forthcoming events and activities.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the school)

The post holder is required to 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. In addition they are to contribute to the achievement of the school's objectives through:

Safeguarding

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

People Management

- To comply and engage with people management polices and processes
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the County Council's corporate climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the County Council's Health and Safety policy.

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Person Specification
Wraparound Manager

Minimum Criteria for Two Ticks *	Criteria	Measured by
	Experience • Working with children of relevant age.	A/I
	Qualifications/Training • NVQ 2 equivalent qualification or experience in relevant discipline. • First Aid Training. • Basic numeracy and literacy skills.	A/I
	Knowledge/Skills • Ability to work constructively as part of a team whilst being able to demonstrate initiative. • Ability to direct other adults. • Excellent interpersonal skills to be able to relate well to a wide range of people. • Good organising, planning and prioritising skills. • Understanding of relevant policies/ codes of practice. • Understanding the principals of child development and learning processes and in particular barriers to learning.	T/A/I
	Behavioural Attributes • Customer focused • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener • Takes responsibility and accountability • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Is adaptable to change/embraces and welcomes change. • Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills**.**	T/A/I

A = Assessed at Application I = Assessed at Interview T = Assessed through Test

Note 1:

In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the
SSC Recruitment Team on 01785 276480