

## Wraparound Manager Job Description

<b>School:</b>	<b>Alphington Primary School</b>
<b>Salary Grade:</b>	<b>D</b>
<b>Title:</b>	<b>Wraparound Club Manager</b>
<b>Reporting to:</b>	<b>Headteacher/Deputy Headteacher</b>

This post will be responsible for motivating and working as part of a team, ensuring that a wide and varied range of creative activities are available for children between the ages of 2-11 to access. This may also include managing and risk assessing outdoor play opportunities as applicable. The manager must ensure that all team members contribute towards maintaining a varied and interesting menu of activities for the children to experience and learn new skills from.

Be responsible for promoting and safeguarding the welfare of children and young people. Staff must adhere to and ensure compliance with the relevant ELAT Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, staff identify any instance that a child is suffering or likely to suffer significant harm either at school or at home, they must report any concerns to the Designated Safeguarding Lead or to the Headteacher or to the CEO so that a referral can be made accordingly to the relevant third-party services.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

### **Job purpose including main duties and responsibilities:**

#### **To take day-to-day responsibility for the running of the Wraparound Club, including:**

- co-ordinating the provision of a caring, safe, secure and stimulating environment
- meeting/ exceeding the minimum requirements as set nationally by Ofsted
- planning a varied menu of appropriate play activities for children between the ages of 2-11
- supervising a staff team, including ensuring they are adequately trained and supported in order to offer the highest quality provision
- working with the school leadership team to ensure policies and procedures are implemented at all times.
- Ensuring ratios are met and, in the case of staff absence, adequate cover is organised.

### **Staff Supervision**

- Daily supervision of staff team during operation of the Wraparound Club
- To assess staff learning and development needs on an ongoing basis and support school leadership in the development of the Wraparound Club staff and the service as a whole.
- Ensuring staff team are aware of and have access to appropriate learning and development opportunities in consultation with school leadership.
- Leading Team Meetings, planning sessions and cascading training information as appropriate.
- To lead on the professional growth cycle for staff within the setting.

### **Activity Planning**

- To lead, direct or supervise safe, creative and appropriate play opportunities for a range of age groups.
- To lead planning sessions with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary.

- To ensure Playworkers have adequate support for preparing activities, organising programmes/ themes and arranging equipment.
- To ensure that all activities are inclusive for all children to take part in.
- To liaise with the school to support themes of learning within the Wraparound Club.

### **Liaison**

- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child.
- To manage the wraparound booking system ensuring parents are aware of how and when they can book sessions.
- To work with the school business manager to ensure all payments are up to date.
- To communicate with parents through face to face contact, emails and telephone calls
- To encourage parental involvement and support through the development of effective working relationships.
- To ensure that staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety, and safeguarding issues.
- To consult with the children and involve them in the planning of activities.
- To encourage a close liaison with the school and other related agencies.
- To share good practice with other Playleaders and Playworkers as needed.
- To ensure all staff and the service are meeting Ofsted requirements.

### **Supervision and care of children**

- Ensure that all activities are carried out in a safe and responsible manner in accordance with the requirements set by Ofsted, and other guidance, e.g. Health and Safety
- Where food is provided, to ensure that it is balanced and healthy in accordance with recommended dietary requirements, and that food preparation/ handling is carried out within the guidelines of the Food Safety Act.
- Ensure that risk assessments are completed prior to commencing activities with children.

### **Safeguarding**

- Maintaining an up-to-date knowledge of child protection and safeguarding legislation/legal guidance.
- Having due regard for safeguarding and promoting the welfare of children and young people, and for following the child protection procedures adopted by the Trust
- Undertaking an initial assessment, including any safeguarding complaints/issues relating to staff members/parents/volunteers working at the Wraparound Club, and reporting the outcomes to the designated safeguarding lead.

### **Direct Play work**

- Ensure that a wide range of creative and enjoyable activities are offered.
- To coordinate the availability and ascertain the suitability of play resources, including managing an inventory of stock.
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with team members, and consultation with the children.

- To fully support inclusive practice and ensure that all children can be involved in the activities offered.

#### Other

- To promote the aims and objectives of the school and use as a guide for daily activities.
- To ensure that all staff understand and adhere to Setting policies, procedures and standards at all times.
- To ensure the setting offers a high standard of physical and emotional care.
- To ensure good standards of hygiene and cleanliness are maintained at all times.
- To be responsible for the maintenance of Health and Safety standards appropriate for the needs of the children and staff within the setting.
- To oversee the preparation and maintenance of resources,
- To ensure the setting offers a high quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development with due regard to those with SEND.
- To ensure confidentiality of information received.
- To undertake continuous professional development, including short courses and qualifications relevant to playwork.
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, fundraising events, etc.

#### Support for the school and Trust:

- 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed on an annual basis (or as need arises) and following consultation with you, may be changed to reflect changes in the job requirements.

***At ELAT we expect staff to model the behaviours of a professional at all times.***

Name: (Printed)	
Signed:	
Date:	

## Person Specification

Attribute	Essential	Desirable	Method of Assessment
Management	<ul style="list-style-type: none"> <li>Ability to supervise the setting on a daily basis, providing feedback to the school leadership team as required</li> <li>A commitment to the provision of high quality childcare</li> <li>Ability to ensure minimum standards are maintained, as set by Ofsted</li> </ul>	<ul style="list-style-type: none"> <li>Experience in supervising staff</li> <li>Proven ability to oversee a successful playwork setting</li> <li>Experience in working with a school structure</li> </ul>	<p>Application form</p> <p>Interview</p>
Experience	<ul style="list-style-type: none"> <li>Previous experience in a playwork environment, working with school-aged children in a voluntary or paid capacity</li> <li>Knowledge of the relevant Ofsted requirements for the regulation of afterschool and breakfast clubs.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a leader or supervisory role, within a playwork environment</li> <li>Knowledge of the early Year curriculum.</li> </ul>	<p>Application form</p> <p>Interview</p> <p>Work Trial</p>
Practical Skills	<ul style="list-style-type: none"> <li>Effective supervision skills and staff motivation</li> <li>Multi-tasking</li> </ul>	<ul style="list-style-type: none"> <li>Creativity to devise new ideas and engage the children in activities</li> <li>Effective consultation with children</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>Ability to delegate tasks to team members as appropriate</li> <li>Planning and cascading training to staff</li> <li>Open communication with staff to ensure consistently high levels of staff morale and motivation</li> </ul>	<ul style="list-style-type: none"> <li>Ability to demonstrate effective communication with children, parents, carers, advisory teams, community members, staff, and the school/ Head Teacher</li> </ul>	
Personal Qualities	<ul style="list-style-type: none"> <li>Excellent communication skills, with children, colleagues, advisors and parents/carers</li> <li>Patience, punctuality, reliability and trustworthiness</li> <li>Enthusiasm for working with children and young people</li> <li>Good organisational, record keeping and planning skills</li> <li>Creativity in the provision of a stimulating and safe environment for the children</li> <li>Enthusiasm for consulting with children</li> </ul>	<ul style="list-style-type: none"> <li>Able to mentor, support and encourage other staff to use maximise their creativity and enthusiasm</li> <li>Able to work in small teams</li> <li>Good organisational and planning skills</li> <li>Flexibility/ adaptability</li> <li>Interest in the care, learning and development of children and young people</li> </ul>	
Education and Training	<ul style="list-style-type: none"> <li>Knowledge of the importance of Health &amp; Safety and Food Hygiene in the workplace</li> <li>Hold an approved level 3 or above qualification</li> <li>Current First Aid certificate</li> </ul>	<ul style="list-style-type: none"> <li>A positive approach to learning and gaining new skills through teamwork and training opportunities</li> <li>A positive approach to gaining further qualifications</li> <li>Completion of other relevant courses</li> </ul>	
Equal Opportunities	<ul style="list-style-type: none"> <li>A positive and active approach to inclusive practice, with children, parents/carers and colleagues</li> </ul>	<ul style="list-style-type: none"> <li>Completion of Equality &amp; Diversity/ Inclusion training</li> </ul>	

