

**THE ROSELAND MULTI-ACADEMY TRUST**  
**JOB DESCRIPTION**

<b>Job title:</b>	Wrap-Around-Care Supervisor
<b>Hourly Rate:</b>	£11.60 per hour
<b>Employment</b>	Casual hours
<b>Holiday Entitlement</b>	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rated on the basis of a full time entitlement of 28 days' holiday during each full holiday year including public holidays in England and Wales.
<b>Responsible to:</b>	CEO, CFO, Primary Executive Headteacher, Deputy Headteacher, Assistant Headteacher Teachers.
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: CEO, Primary Executive Headteacher, Central Team, teaching and support staff, pupils. External: Trustees, Multi Academy Trust partners, other schools and colleges, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive role across the primary school; running the school-based wrap-around care provision. The role will be to support the care, wellbeing and development of our pupils through the provision of a high level of assistance in the practical organisation and supervision of our extended school provision both before and after school.

**Duties and responsibilities:**

1. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
2. To encourage social integration and individual development of pupils.
3. To develop methods of promoting/reinforcing the pupils' self-esteem and to promote independence through the development of self-help skills.
4. To assist in preparing, using and maintaining relevant resources, including wall displays and cleaning up the area after activities.
5. To ensure that resources and materials are available for use.
6. To implement and contribute to planned learning play opportunities and to promote the inclusion of all pupils.
7. To monitor children's health, behaviour and general wellbeing.
8. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Class Teacher, Deputy or Primary Executive Headteacher as appropriate.
9. To be aware of confidential issues linked to home/pupil/class teacher/school work and to ensure the confidentiality of such sensitive information.
10. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
11. To meet the needs of pupils with emotional and behavioural difficulties. To support the pupil in preventing harm and disruption to the pupil or others, within the limits of the post holder's training (eg: Team Teach) and school and Trust policies and procedures.
12. To support administrative tasks associated with all of the above duties as directed by the Primary Executive Headteacher/ Class Teacher/Deputy Headteacher/Assistant Headteacher.
13. To attend staff meetings and school-based INSET as required.

14. To be aware of and work in accordance with the Trust and school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
15. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
16. To order and prepare food and snacks following food preparation guidelines.
17. To maintain and clean food preparation and storage areas in accordance with food hygiene standards.
18. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
19. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate SEN staff to ensure play activities are appropriate and safe for all children.
20. To plan and prepare appropriate activities for a range of ages in before and after school care.
21. Plan and deliver age-appropriate activities and experiences to support pupils' development.
22. Brief other extended provision staff so they're aware of how the activities will run.
23. Offer educational instruction where needed to help pupils to share equipment.
24. Supervise pupils during activities and help to resolve issues between pupils.
25. Monitor pupils that aren't engaging in play and feed back any concerns to class teachers.
26. Manage and order a stock of resources necessary to carry out planned activities and for food provision.
27. Observe pupils and the environment and take action to minimise any identified health and safety risks.
28. Deliver first aid to respond to minor and major incidents.
29. Record details of incidents in line with the school's reporting procedures.
30. Feedback concerns relating to pupils' health and safety to a senior member of staff.
31. Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met.
32. Coordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits).
33. Ensure all food preparation and storage areas are clean.
34. Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
35. Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
36. Follow any directions from class teachers on supporting specific pupils with challenging behaviour.
37. Support pupils with their independence and self-esteem when carrying out activities.
38. Report specific behaviours to parents(s)/carer(s).
39. Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details
40. Keep accurate attendance records and report non-attendance in line with school procedures
41. Be responsible for pupils until the school day starts / a parent/carers arrives for collection
42. Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

### **General responsibilities**

1. To contribute to the overall mission, vision and values of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity, safeguarding and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required, this includes supporting other key stages within the school, as directed.
6. Your employment will be based at the Trust Primary Schools but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed.

Tregony Community Primary School and Gerrans Primary School, part of The Roseland Multi Academy Trust, are committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.