



Changing Lives Learning Trust

RESPECT · RESILIENCE · ACHIEVEMENT · OPPORTUNITY

JOB PROFILE

POST TITLE:	Wrap Care Supervisors
JOB PURPOSE	To work in a team to ensure the smooth running of arrangements, with responsibilities including; <ul style="list-style-type: none">• Carrying out the wrap care arrangements.• Ensuring the well-being and care of the pupils• Communicating with teaching staff.• Liaising with parents and / or carers.• Confidentiality in the work place
GRADE:	Band B
RESPONSIBLE TO:	Head Teacher

MAIN DUTIES AND RESPONSIBILITIES

We are looking for a well-organised, self-motivated individual with excellent communication skills. You will assist with the wrap club provision for the primary aged pupils in school. You will provide high quality childcare and a range of suitable activities for the children accessing the club.

- To supervise the children's drop off and collection to and from club.
- To deliver planned activities.
- To supervise children within the club environment.
- To serve drinks and breakfast/snacks to all pupils.
- To wipe up spillages, crumbs and keep the eating areas clean and tidy.
- To encourage the use of good manners at all times.
- To be aware of fire evacuation procedures.
- To be familiar with the school's Health & Safety Policy.
- To maintain wrap club register.
- To encourage active play sessions by organising/managing play resources.
- To undertake training that may be required.

General

- Comply and assist with the development of policies and procedures relating to health, safety, data protection and confidentiality, reporting all concerns to an appropriate person.
- To adhere to the Trust/academy Health and Safety Policy including risk assessment and safety systems.
- Participate in training opportunities and professional development as required.
- Support the Trust's academies at events as and when required.
- Develop constructive relationships and communicate with other agencies/professionals.
- Contribute ideas on new and innovative business opportunities that could improve the effective functioning of the Trust.

Trust

All Multi Academy Trust staff are expected to:

- Undertake other such reasonable duties as may be required from time to time.
- Work towards and support the Sponsors' and CEO's vision and the objectives of Development Plans.
- Support and contribute to the MAT's responsibility for safeguarding students.
- Work within the MAT's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the MAT's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues, Members, Trustees and members of Local Governing Boards at all times.
- Actively engage in the MAT's performance management process and take responsibility for their own professional development.
- Adhere to MAT policies and procedures as set out in the staff handbook and other guidance documentation which is available to all staff via the trust networks.

This job description should be seen as enabling rather than restrictive and may be subject to regular review to reflect the changing priorities and objectives of the annual MAT Development Plan.

All staff of the MAT are expected to comply with any reasonable request from a leader to undertake work of a similar level and/or type that it is not specified in this job description.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications and Experience		
Appropriate Level 2 qualifications in the core subjects at C grade or above (English and Math) and/or a relevant discipline	Y	
Relevant Level 3 qualifications in a relevant discipline		Y
First Aid Certificate		Y
Food Hygiene Certificate		Y
Experience		
Experience of working with pupils of relevant age in a school setting	Y	
Knowledge and Skills		
Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety, and education of pupils	Y	
An understanding of principles of child development and learning processes		Y
Professional Characteristics		
Enthusiasm	Y	
Sense of humor	Y	
Good interpersonal skills	Y	
The drive to make a difference	Y	

Signed: _____ Date: _____

Print name: _____