

Wrap club Lead Job description

Post title:	Wrap club Supervisor
School:	Black Pear Trust
Pay range:	SCP 6
Line manager:	Headteacher
Supervisory responsibilities:	Wrap club

Job Purpose

Acting as part of the wraparound care team, to lead and coordinate the delivery of safe, high quality after-school provision, ensuring a nurturing, stimulating and well supervised environment for all children attending the club.

Principal Accountabilities

- To maintain the safety, welfare and good conduct of pupils during the before and after school/wraparound period.
- To lead the day-to-day running of the club, ensuring high-quality play opportunities and positive experiences for all children.
- To promote and safeguard the welfare of children and young people at all times, following school and statutory procedures including KCSIE.

Duties

Leadership & Coordination

- To lead and supervise the team of Assistants, ensuring appropriate staffing levels and effective deployment.
- To plan and deliver a range of safe, engaging and age appropriate activities for children attending the club.
- To create and maintain a welcoming, positive and inclusive environment for all children.
- To ensure effective communication with parents, carers and school staff.

Care, Safety & Behaviour

- To supervise children during snack time, activities, outdoor play and transitions, ensuring safety and wellbeing at all times.
- To ensure risk assessments are followed, updated and acted upon; report hazards and concerns promptly.
- To maintain high standards of hygiene, safe food handling and careful use of equipment.
- To promote positive behaviour, addressing incidents calmly and in accordance with school behaviour policies.
- To act as first point of contact in emergencies and follow all safeguarding and emergency procedures.

Safeguarding & Welfare

- To follow all safeguarding and child protection procedures, reporting concerns immediately to the designated staff.
- To ensure that inclusive practices are in place so all children can participate fully in club activities.

- To maintain confidentiality and ensure all data is handled in line with school policies.

Administration & Record Keeping

- To maintain accurate records, including attendance, first aid, incidents and general club documentation.
- To support the organisation of bookings, registers and other administrative routines.
- To assist with ordering resources, equipment and consumables within agreed budget.

General

- To attend relevant meetings and training as required.
- To respect confidentiality at all times.
- To participate in performance and development review processes, taking responsibility for own professional development.
- To understand and apply school policies relating to health, safety, behaviour and safeguarding.
- To ensure all duties are carried out in accordance with Equal Opportunities policies.
- To follow safeguarding procedures and maintain up to date training.
- The duties above are neither exclusive nor exhaustive and may be amended in line with the needs of the school.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. The trust reserves the right to update this job description in line with business needs.