

Polehampton CE Infant School Polehampton CE Junior School

Let your light shine (Matthew 5:16)

Gratitude - Friendship - Perseverance - Forgiveness - Honesty - Compassion

Job title	Nursery Wraparound Care Supervisor	Employer	The Keys Academy Trust
Responsible to	EY teacher/lead, Senior Leadership Team	Grade/salary range	G4 SP7-11
Employment status	To be confirmed in the contract upon appointment.	Hours of work	To be confirmed in the contract upon appointment.

Scope		
Financial Accountabilities		
Budgets directly controlled	YES	
Budgets monitored on day-to-day basis	TBC	Support the food budget and food purchase
Staff Responsibilities	YES	
Number of employees managed/supervised	TBC	Lead Playworkers
FTE for the number of employees above (total)	TBC	
Management of Physical Assets	YES	
Nature of physical assets directly controlled	TBC	Oversee the assets of Nursery Wraparound Care
Details of service contracts managed	None	

Job Description

Main job purpose

Responsibility for supervising the running of the nursery wraparound care and its day-to-day activities and supervising the continued provision for an engaging, safe and caring environment. This includes using additional paid time outside of club hours to plan and carry out managerial tasks. In particular to the role:

- Provide a caring, secure environment, through individual attention and group activities within the framework of the school's policies and procedures.
- To provide a high standard of physical, emotional, social and intellectual care for children in the setting.
- To work as part of a team in order to provide an enabling environment in which all individual children can thrive.
- To ensure the health and safety of children during the sessions.

Supervisor role

- Manage a team of playworkers, ensuring there is adequate supervision of children.
- Manage a booking system, liaising with the team/person involved with bookings at Polehampton to ensure correct bookings are received and managed effectively.
- Ensure adequate supervision for pupils, indoors and outdoors.
- Plan menus for the pupils on a half-termly basis. All menus to be saved and shared with staff and parents.
- Ensure the provision of varied and nutritious food for pupils (complying with all relevant policy and expectations, such as food hygiene and food safety). Ensure that the dietary requirements/observances of pupils are met.
- Organise and lead the collection and safe escorting of pupils from school to the Nursery Wraparound Care

location.

- Direct playworkers to carry out tasks and activities.
- Prepare for and deliver planned high-quality play opportunities within a safe and caring environment for EYFS children (indoors and outdoors). Plan and devise the activities to promote enjoyment and play of all children attending the clubs, taking into account their different needs.
- Audit club resources and food, manage a weekly food budget and order the food/resources to be delivered (working with the Operations Manager where needed).
- Ensure safeguarding policies are followed by all members of the team.
- Ensure risk assessments are in place, health and safety policies are adhered to and to inform the Operations Manager in the event of damage to school site or equipment.
- Manage fair and acceptable behaviour in the clubs, in line with school policies and procedures.
- Communicate appropriately with parents and school staff (where appropriate) and give feedback on incidents or accomplishments.
- Ensure activities are run in accordance with the school's expectations and opportunities are created to enhance language, communication and basic literacy and numeracy skills.
- Ensure the Nursery Wraparound Care setting is kept clean and hygienic throughout the duration of the clubs and ensure the setting is left clean and hygienic at the end of each session.
- Lead first aid within the Nursery Wraparound Care.
- Undertake appropriate and relevant training, including safeguarding and first aid.
- Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the post holder for the specific supervisor role.
- Plan and lead meetings for Nursery Wraparound Care staff where required.
- Assist in the recruitment of new staff.
- Lead appraisals for Nursery Wraparound Care staff, including identifying training needs and supporting staff with their CPD.
- Work with external agencies as appropriate.
- Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days).
- Conduct fire safety tests and drills periodically, in line with policy.
- Conduct lockdown drills periodically, in line with policy.
- Conduct at least yearly surveys of the Nursery Wraparound Care, and termly pupil voice sessions with the pupils.

Behaviour

- Help promote pupils' good behaviour (including following the agreed behaviour policy).
- Build and maintain successful relationships with pupil, treat them consistently, with respect and consideration.
- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy.
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy.
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour.
- Support pupils with their independence and self-esteem when carrying out activities.
- Use the therapeutic approach to support positive pupil behaviour.

Provide a high-quality experience, supporting Playworkers

- Deliver planned high-quality play opportunities within a safe and caring environment for EYFS, KS1 and KS2 children (indoors and outdoors).
- Supervise pupils in their play, including engaging and interacting with the pupils.
- Record the achievements of pupils (especially EYFS pupils in accordance with EYFS expectations).
- Set up and clear away activities, toys, tables, chairs, cutlery etc.
- Wash dishes, cutlery, containers etc.
- Clean floor, surfaces, cupboards, tables, toys and equipment.

- Administer first aid when necessary.
- Read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting, including safeguarding and confidentiality.
- Attend where appropriate, staff training and after club meetings.

Impact on the wider school

- Promote and support the principle that all staff are leaders of learning.
- Have high expectations of all pupils.
- Think creatively and imaginatively to anticipate and solve problems and identify opportunities.
- Liaise with staff to ensure smooth transition from one phase to another.
- Support with events, such as helping clear up from an event in the transition between end of school day and Nursery Wraparound Care or aiding the set up for an event at the end of Nursery Wraparound Care.

Other professional requirements

- Maintain excellent relationships with parents/carers and other family members.
- Record and inform parents of any incidents or accidents relating to their child/ren, following the correct set procedure/s.
- Liaise with school staff to share safeguarding, behavioural and any other information that requires sharing.
- Operate at all times within the stated policies and practices of the school.
- Establish effective working relationships and set a good example through their presentation and personal and professional conduct.
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and students.
- Take responsibility for own professional development and duties in relation to school policies and practices.
- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to, and support the work of, other supporting adults within the school (e.g. SENDCo).
- Undertake any other duties commensurate to the post, as allocated by the Headteacher or designated line manager/s.

Safeguarding statement

We take our safeguarding responsibilities very seriously, and we work hard to make sure our school has effective safeguarding systems in place. We expect everyone working in the school to share a common objective to help keep children and young people safe by contributing to adhere to the following at all times:

- Act as Nursery Wraparound Care Safeguarding Lead and report any concerns to the Designated Safeguarding Lead.
- Keep accurate records of pupils attending the extended provision, including medical/dietary needs and emergency contact details.
- Keep accurate attendance records and report non-attendance in line with school procedures.
- Be responsible for pupils until the school day starts/a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness.
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals.
- Contribute positively and effectively to keeping children safe in education by following the school's procedures and policy.
- Provide a safe environment for children and young people to learn in.
- Identify children and young people who are likely to suffer significant harm and take appropriate action with the aim of making sure they are kept safe both at home and in the education setting.
- Act in a professional and appropriate manner with regard to safeguarding and conduct at all times.
- Ensure compliance with fire safety and other health and safety expectations.

Person Specification

Qualifications and Training	Essential	Desirable	MOA
Maths and English skills, appropriate to the age range.		x	A/C
Good standard of general education.	x		A/C
NVQ 3 or similar qualification.	x		A/C
Knowledge of basic first aid/health and safety, or willingness to learn.		x	A/C
Safeguarding training	x		
Competence Summary	Essential	Desirable	MOA
Skills / abilities			
Good questioning skills.	x		A/I/R
Good observation and assessment skills.	x		A/I/R
Excellent communication and interpersonal skills.	x		A/I/R
Maintain confidentiality at all times.	x		A/I/R
Understanding of the wider community and willingness to engage with out-of-school activities (e.g. school fayres).	x		A/I/R
Ability to engage with children and enable them to play effectively.	x		A/I/R
Ability to cope with personal hygiene needs and respond sensitively to pupils needs.	x		A/I/R
Ability to use basic technology, e.g. iPad, camera, photocopier, video recorder, computer.	x		A/I/R
Experience	Essential	Desirable	MOA
Some experience of working/dealing with children	x		A/I
Experience of working in a team environment	x		A/I/R
Personal qualities	Essential	Desirable	MOA
Ability to work constructively as part of a team.	x		A/I/R
Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.	x		A/I/R
Calm under pressure, adaptable and energetic.	x		A/I/R
A kind, warm and caring person.	x		A/I/R
A good listener and sensitive to pupils' needs.	x		A/I/R
A sense of responsibility and purpose.	x		A/I/R
Positive behaviour management.	x		A/I/R
A good sense of humour and a positive outlook on life and challenges.	x		A/I/R
Flexibility and use of initiative is very important.	x		A/I/R
Special factors			
Ability to guide children through their learning, focussing on skills learnt rather than work completed.	x		A/I/R
Possess relevant skills to undertake general clerical/administrative tasks.	x		A/I/R
Work-related Personal Requirements	Essential		
Committed to equality of opportunity.	x		A/I/R
Other Work Requirements	Essential		
A commitment to safeguarding and promoting the welfare of all pupils and the willingness to undertake appropriate child protection training when required.	x		A/I/R
Suitability to work with children.	x		A/I/R
Participate in training and development activities.	x		A/I/R

Key: MOA=Method of Application, A=Application, I=Interview and assessment, R=Reference, C=Certificate