

Job Description: Wraparound Club Playleader

School: Benson Church of England Primary School

Job Title: Wraparound Care Leader

Reporting to: Headteacher

Hours: Monday to Friday 2.00pm - 5.45pm

Salary: Grade 7 (£29064 FTE)

Purpose of the Role

To lead and manage the school's wraparound care provision, providing a safe, nurturing, and stimulating environment for pupils outside of normal school hours. The role ensures high-quality care that supports children's wellbeing, development, and enjoyment in line with the school's ethos and Christian values.

Key Responsibilities

1. Leadership and Management

- Plan, organise, and lead daily after school club sessions.
- Supervise and support wraparound staff, including delegation of duties.
- Ensure appropriate staff-to-pupil ratios are maintained at all times.
- Act as the designated person in charge during sessions.

2. Safeguarding and Welfare

- Ensure the safety and wellbeing of all children.
- Adhere to safeguarding policies and report any concerns promptly.
- Administer first aid where necessary (training may be provided).
- Maintain accurate registers and records of attendance, incidents, and accidents.

3. Activities Planning

- Plan engaging, age-appropriate activities that promote play, creativity, and social skills.
- Provide a balanced programme including indoor and outdoor activities.

4. Behaviour and Inclusion

- Promote the school's behaviour expectations and values.
- Manage behaviour positively and consistently.
- Support children with a range of needs, ensuring inclusion.

5. Communication

- Build positive relationships with parents and carers.
- Provide feedback on children's participation when appropriate.
- Liaise with school leaders as needed.

6. Administration

- Maintain accurate records, including registers, contact details, and medical information.
- Follow school procedures for bookings, payments, and reporting.
- Communicate with parents, including overseeing the club email.
- Ensure resources and equipment are well maintained and safely stored.

7. Health and Safety

- Ensure compliance with health and safety procedures.
- Carry out risk assessments for activities and the environment.
- Maintain a clean, safe, and organised setting.
- Manage the ordering of all food in line with assigned budget and ensure that all staff are preparing and providing food to appropriate food hygiene levels.

8. Transition

- Escort children safely from breakfast club to their classrooms
- Escort children safely from classrooms and take to after school club.
- Communicate any relevant information to teaching staff.

Person Specification

Essential

- Experience working with primary-aged children.
- Strong organisational and leadership skills.
- Ability to manage groups of children effectively.
- Good communication and interpersonal skills.
- Understanding of safeguarding responsibilities.
- Flexible, reliable, and enthusiastic approach.

Desirable

- Relevant childcare qualification (e.g. Level 2 or 3 in Childcare, Playwork, or equivalent).
- First Aid qualification.
- Experience leading clubs or childcare provision.
- Knowledge of school policies and procedures.
- Food hygiene qualification.

Personal Qualities

- Warm, caring, and approachable.
- Positive role model for children.
- Committed to supporting the values and ethos of a Church of England school.
- Team player with a proactive attitude.