

JOB DESCRIPTION

POST: Wrap Around Care Leader

GRADE: Band C/D

HOURS: 7.30am- 9.00am daily and/or 3.30pm-6.00pm daily, term time only

**REPORTS TO: First Steps Nursery & Pre-school (FSN) Nursery Manager
Shireland Technology Primary (STP) Principal**

Post Summary

To lead the Breakfast Club and After-School Club at Shireland Technology Primary School. Ensuring the service meet the needs of individual children adhering to policies as set out by STP & FSN.

To be responsible for Safeguarding and reporting concerns to Designated Safeguarding Lead via the appropriate methods. You must be health & safety aware to ensure that the environment is safe to young children to access.

Duties and responsibilities: -

- Provide a warm, welcoming and stimulating environment for children who attend clubs
- Plan sessions for those children, ensuring there are engaging and age/stage appropriate activities/ opportunities to enhance child learning and participation
- Liaise with STP/ FSN staff in regard to children's needs
- Be responsible for ensuring all children are signed in/out of the service as necessary
- Liaise with parents/carers to ensure all information regarding their child is up to date and relevant information is shared- Completed Registration Forms/ Daily Verbal Feedback
- To ensure children's needs are met, taking into account any individual needs i.e. care/ dietary/ cultural
- Ensuring children are safely taken to/ collected from their appropriate classrooms in order to access the wraparound care
- Ensure children's safety at all times during all wraparound times- in/ out of the classroom
- Provide a safe outdoor environment where children can access a range of opportunities
- Audit resources in line with allocated budget- liaise with FSN Nursery Manager in relation to ordering equipment/ resources
- Serve food in the appropriate method, in accordance to menu's and liaise with Catering Manager/Supervisor.

- Ensure environment is set up/ tidied at the beginning and end of session
- Daily safety check of resources completed
- To ensure that only named adults collect children- unless prior notice is given, and a password/ description is gained from main carer
- To undertake any duties that are in line with this role

Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.

The Shireland Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.