

POST TITLE:	Wraparound Manager
RESPONSIBLE TO:	Headteacher
GRADE:	NJC Band 3 SCP 5
WORKING WEEKS:	46 weeks
PURPOSE OF POST:	To work under the direction of the Senior Leadership Team, to lead and manage wraparound care, providing high quality extended provision for the children at the school.

Main duties/responsibilities

1. To manage the day-to-day function of wraparound care across the school including leading on audit actions, staff training and development, staff performance management and HR processes
2. To deploy staff and resources effectively ensuring routines, rotas and school systems are constantly adhered to and provide the highest quality of care for all pupils
3. To manage budgets, ensuring value for money and adherence to Trust policies and processes
4. To work closely with the Headteacher and Senior Leadership Team to develop the school wraparound care offer
5. To support the personal needs of pupils and implement related personal programmes of extended school activities
6. To ensure that the variety of activities provided are suitable for age ranges and offer opportunities to have: shared social development through play; physical activities to promote well-being; creative play through drama, role play, small world etc. and opportunity to engage with home and independent learning
7. To ensure systems are in place for the accurate registration for pupil attendance
8. To encourage acceptance and inclusion of all pupils within the school and to ensure all pupils have equal access to opportunities to learn and develop
9. To support pupils in increasing their self-confidence and independence through encouragement and the effective use of praise
10. To manage staff in the facilitation of snack time ensuring the children's welfare needs are met, and good food hygiene practices are observed, and staff are appropriately trained
11. To manage staff in the facilitation of First Aid when necessary, ensuring compliance with school policies and in line with the post holder's qualifications

12. To communicate effectively with parents and carers regarding wraparound arrangements, policies and practices including pupils' achievements and well-being
13. To be keenly aware of the responsibility for safeguarding children and to work alongside the school safeguarding team as a Deputy Designated Safeguarding Lead
14. To engage actively in the Appraisal process, with the aim of improving individual performance and standards across the school.
15. To support and promote the ethos and wider life of the school and to contribute to this shared responsibility
16. To take reasonable care of one's own health and safety and that of others and informing relevant staff of any concerns regarding health and safety
17. To adhere to the policies and procedures of the school and Trust and ensure one's individual performance and actions comply with these
18. To be informed about the financial basis of the operation of the school and to assist in seeking ways of deploying and maintaining resources to the maximum benefit of the pupils
19. To maintain the allocated areas in the school to ensure that they are well organised and conducive to a stimulating and exciting learning experience
20. To supervise the use and care of the school fabric and equipment by the pupils and to ensure their adherence to relevant health and safety regulations

Support the school by

Ensure that you work in line with all the Academy/Trust policies and procedures and ensure that you are aware of your obligations under these.

Behave according to the relevant Trust Code of Conduct and ensure that you are aware of your obligations and responsibilities re: conflicts of interest, gifts, hospitality and other matters covered by the Code.

To comply with health and safety policies, organisational statements and procedures, report any incidents / accidents/ hazards and take a pro-active approach to health and safety matters in order to protect yourself and others.

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. The duties should not be considered as exhaustive and may vary or be added to from time to time without changing either the level of responsibility or the financial remuneration associated with this post.

You are required to safeguard and promote the welfare of children/students for whom you have responsibility, or with whom you come into contact, to include adhering to all specified procedures.

This post is deemed to be a 'Customer Facing' role in line with the definition of the Code of Practice on the English language requirement for public sector workers.

This post is subject to an enhanced disclosure. The successful applicant will be subject to the relevant vetting checks before an offer of appointment is confirmed. Following appointment, the employee will be subject to rechecking as required from time to time by the Trust.

Any other duties of a similar nature related to this post that may be required from time-to-time.

Last Reviewed: May 2024

**PERSON SPECIFICATION
WRAPAROUND MANAGER**

Key

- AF** Application form including personal statement
- S** Selection Process including interview
- R** Employment References
- C** Certificates
- D** Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1.	GCSE Grade 4+ (A* – C) in Mathematics and English or Level 2 Basic Skills (Numeracy and Literacy) or equivalent	E	A, C
2.	NVQ or equivalent qualification in childcare or Play work	E	A, C
3.	First Aid and current Food Hygiene certificates	D	A, C
4.	Current Designated Safeguarding Lead certificate	D	A, C
	Experience & Knowledge		
	Experience of working or volunteering with children of nursery and or primary age in a teaching and learning, childcare, or leisure environment	E	A, S, R
	Ability and confidence to assist pupils with basic learning in line with the After School activity programme	E	A, S, R
	Understanding of extended school roles and the responsibilities of Out of Hours Assistants	E	A, S, R
	Experience of managing staff and resources	E	A, S, R
	Experience of motivating of a team	E	A, S, R
	Understanding the principles of child development and learning processes	D	A, S
	Experience of activity planning and delivery	D	A, S, R
	Ability to communicate with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	E	A, S, R
	Ability to work in a team and independently	E	A, S, R
	Skills		

	Criteria	Essential/ Desirable	Stage Identified
	Ability to communicate with a range of different audiences including providing sensitive feedback to parents, other professionals regarding pupil development	E	A, S, R
	Ability to work in a team and independently	E	A, S, R
	Personal Attributes		
	Ability to promote fairness and act as a positive role model to pupils	E	A, S, R
	Commitment to own professional development and willingness to undertake training	E	S, R
	Commitment to safeguarding pupils and suitability to work with young people	E	S, R, D
	Ability to work in ways that promote equality of opportunity, participation, diversity and responsibility	E	S, R
	High level of personal effectiveness including good organisational, planning and prioritisation skills and ability to meet deadlines	E	A, S, R
	Special Requirements		
	Ability to form and maintain appropriate relationships and personal boundaries with children	E	S, R, D
	To comply with all school and trust policies and procedures	E	S
	Emotional resilience in working with challenging behaviours and attitudes, and to use authority to maintain discipline	E	S, R, D
	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: May 2024