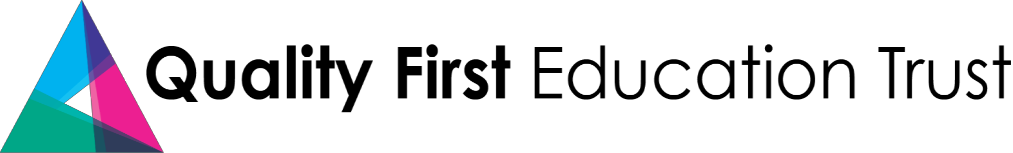
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**Wraparound Provision Manager, Belleville Primary School**

**PURPOSE OF THE ROLE**

To manage the day-to-day running of Belleville’s ‘wraparound’ provision (breakfast club and after school club). This will involve developing an excellent wraparound curriculum with engaging and enriching activities, leading and deploying a team of staff, engaging with parents/carers and making sure all children and staff follow relevant policies and procedures to ensure their safety and wellbeing.

**ROLE DETAILS**

**Salary:** Grade SC6, Scale points 18-20. Full time equivalent £34,770 to £35,862. This will be pro-rata for term time only, so the actual salary will be £30,540-£31,499.

**Hours:** 36 hours per week in school term time. 6 hours per day (7:00am to 9:00am and 2:30pm to 6:30pm, Monday to Friday), plus 6 hours per week for planning and preparation. Expected to attend INSET days.

**Location:** Belleville Primary School. We have two sites: Webb’s Road (SW11 6PR) and Meteor Street (SW11 5NZ). May occasionally be required to visit other Q1E school sites.

**Contract type:** Permanent

**Reporting to:** Headteacher / Executive Headteacher

**Responsible for**: Wraparound staff team (breakfast and after school club assistants)

**MAIN DUTIES AND RESPONSIBILITIES**

This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role. This job description may also be modified by the Headteacher or Executive Headteacher, to reflect or anticipate changes in the job, commensurate with salary and job title.

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| **Curriculum** |
| * Plan a varied, developmental programme of age-appropriate activities and experiences. * Train and supervise breakfast and after school club staff to ensure activities are delivered effectively. * Supervise pupils during activities and monitor their engagement. * Manage resources for all planned activities. * Help promote the provision, e.g. contributing to newsletter content, social media and open days. |
| **Behaviour (“Making the Right Choices”)** |
| * Ensure behaviour expectations are in line with school policy and are clear to all staff and children. * Support pupils with their independence and self-esteem during activities. * Take action to resolve behaviour issues in line with the school policy. * Report incidents of serious misbehaviour to wider school team and parents/carers as appropriate. * Follow directions from wider school team, on supporting specific pupils with challenging behaviour. |
| **Safety and safeguarding** |
| * Be responsible for pupils at breakfast club, until the school day starts. * Be responsible for pupils at after school club, until they are collected by agreed individuals. * Ensure accurate records are kept of attendance, medical/dietary needs and emergency contacts. * Take action to minimise health and safety risks. * Ensure sufficient first aiders are present, in order to respond effectively to any incidents. * Ensure food is prepared in line with health and safety standards, and dietary requirements are met. * Ensure equipment is maintained properly, and set up and put away safely. * Ensure staff understand and follow school policies for safeguarding, medical needs and health and safety, including how to report disclosures, concerns, first aid, or health and safety incidents. |
| **Managing a team** |
| * Manage and support the wraparound staff team, setting clear expectations for their role and addressing performance issues. * Co-ordinate staffing the provision, ensuring staff absences are accounted for and covered appropriately, and the ratio of staff to children meets statutory requirements. |
| **High professional standards** |
| * Take responsibility for understanding and following all relevant school and trust procedures. * Support the aims and ethos of the Quality First Education Trust. * Set a good example in terms of conduct, dress, punctuality and attendance. * Participate in and contribute to staff training and meetings. * Positively embrace professional development and research. * Reflect on and improve own performance. |

**PERSON SPECIFICATION**

This specification acts as selection criteria and gives an outline of the type of person we are looking for.

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| **Essential requirements** | |
| **Qualifications** | Trained First Aider (we can arrange refresher training) |
| **Experience** | Experience of working with children of primary school age |
| Experience of leading a team |
| Experience of planning activities to engage and develop children |
| **Knowledge and Understanding** | Has an understanding of school safeguarding and child protection duties |
| Has some understanding of child development |
| **Skills and abilities** | Can develop a programme of activities that is exciting, engaging and developmental for children across the primary age range |
| Can manage a team of staff, providing induction and training, giving clear direction and managing any issues with attendance or performance |
| Can communicate well with children, parents and carers, and staff at all levels |
| Can develop positive relationships with all members of the school community |
| Can use own initiative and take action, responding quickly and effectively to issues |
| Deals with issues with empathy, sensitivity and appropriate confidentiality |
| **Personal and professional standards** | Is motivated and proactive |
| Has a relentless drive for improvement, excellence and equality |
| Is committed to safeguarding, equality, diversity and inclusion |
| Will uphold and promote the ethos and values of the school and the trust |
| Has an exemplary record of attendance and punctuality |
| Holds high expectations of pupils, adults and self |
| Is committed to personal and professional development |
| Is reflective and learns from experience |

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| **Desirable (non-essential) requirements** |
| Has some knowledge of the National Curriculum |
| Has some knowledge of how to support children with Special Educational Needs and Disabilities (SEND) |
| Full clean driving license to enable quick travel between our school sites as needed |