

Wrap Around Care Deputy Manager After School Club



Salary Scale	Scale 3
Line manager	Wrap Around Care Manager/School Business Manager
Purpose of this role	
<p>To organise and take part in play and leisure activities for the pupils. To care for and supervise the pupils, making sure that they are safe and happy.</p>	
Duties and responsibilities	
<ul style="list-style-type: none"> • As part of a team to provide high quality play and working experiences for all pupils during breakfast club and after school club, within a happy and caring environment. • Under the direction of WAC manager, plan activities ensuring there are direct links to the curriculum for children of all ages. • In the absence of the WAC manager, first point of contact for WAC Assistants. Reporting any issues or urgent matters to the School Business Manager. • Set up play and clear away equipment ready for pupils to participate in organised games, making sure any faulty apparatus is reported to the WAC manager and School Business Manager. • Create an enjoyable environment where children want to learn and are stimulated. • As directed organise manageable groups of pupils ensuring children are selected appropriate to their capabilities, and when necessary, support on a one-to-one basis. • Check that pupils are wearing suitable clothing and footwear for these organise tasks and make sure that pupils have due regard to safety and good behaviour at a times. • Collect and store all play equipment. • Attend regular meetings and courses as requested by SBM. • Respond to general enquiries from parents either via email, telephone or face to face. 	

- Supervise, support and encourage all pupils to participate in activities, ensuring their safety and well-being at all times.
- In the absence of the Wrap Around Care Manager, ensure all daily checks are carried out.
- Monitor the Wrap Around Care mailbox and respond to all general parental enquiries.
- Manage the registers and record the same on Magic Booking.
- Administer first aid when necessary and liaise with medical staff.
- Prioritise the safeguarding of all pupils.
- Identify resources required for the successful running of the club.
- Keep pupils out of corridors and classrooms when they should be outside and keep pupils occupied when they stay indoors.
- Ensure that pupils do not leave the school premises unless authorised to do so.
- Be aware and comply with all school policies, procedures, values, aims and ethos

- Our school is committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification – Wrap Around Care Deputy Manager

Requirements	Essential	Desirable	Measured by: Application form (A) or Selection Process (S)
Education	At least 5 A*-C GCSE including English and Maths or equivalent		A
	Childcare qualification		A
		Evidence of further development	A
		First aid certificate	A
Experience of	Working with children from 4-11 Years		A/S
	Working using collaborative partnerships		A/S
Behaviours	Natural Communicator and experience of building relationships with a range of stakeholders		S
	Proactive and Innovative		S
Knowledge and Understanding	An understanding of effective and engaging learning strategies		S
		Experience of classroom practice	S
		An understanding of the SEN code of practice	S
	An understanding of literacy and numeracy strategies to ensure progress of learning		S
	Knowledge of behaviour strategies		A/S
	Good ICT skills		S
	Excellent communication skills, both verbally and written		S
	Ability to work well within the team and flexibly		S
Attributes	Promotes the aims, values and ethos of Eversley Primary School.		S
	Committed to own personal development		A/S
	Clear view of what high standards and performance look like		S
	Proactive and strong problem solver with the ability to make things happen		S
	Ability and willingness to work constructively as part of a team and to supervise pupils effectively both in and out of school in line with the school's behaviour policy.		S
	An understanding of and a genuine commitment to Equal Opportunities		S
	Willingness to maintain confidentiality on all school matters		S