



Wraparound Care Manager Job Description

About the Role

We are looking for a suitably qualified and experienced Wraparound Care Manager to join our dynamic, hardworking and friendly staff team. The Wraparound Care Manager is responsible for overseeing the delivery of safe, creative, appropriate activities and the general welfare of pupils in our Wraparound Care.

- Lead our team of Wraparound Care staff with the support of the Senior Leadership Team.
- Supervise and assist pupils during wraparound care.
- Plan a timetable of fun, engaging and inclusive activities on a half termly basis.
- Assist in putting out and putting away equipment.
- Lead games and activities.
- Supervise and control the behaviour of pupils and follow and implement the school's behaviour policy.
- Promote a positive and caring learning environment.
- Promote active, purposeful and co-operative behaviour/activity.
- Liaise with parents/carers when releasing children off site of an evening.
- Clear and clean tables when food is finished.
- Cleaning of the hall will be required.
- Administer basic immediate first aid when necessary - Paediatric First Aid Qualification Essential but can be provided.
- Level 3 Playwork or other equivalent qualification is desirable.
- Be able to apply emergency procedures e.g. fire.
- Alert senior staff of any concerns regarding individuals/groups.
- Any other duties deemed suitable by the Headteacher.