



## Wraparound Room Leader

**Job Title:** Wraparound Room Leader (Level 3)

**Pay Grade:** H3 – H4 depending on experience

**Hours:** Variable, between 3pm and 5.45pm

### **Purpose of the Role**

The role of Room Leader of the wraparound provision is to work as part of the management team to lead the day to day organization of the provision by providing high standards of care , play and some educational opportunities for children at our setting (ages 4 – 7).

### **What you have to achieve:**

- High standards of care and play opportunities.
- Compliance of all regulatory requirements stated in the Early Years Foundation Stage and by Ofsted.
- Positive working relationships with SLT, staff members, outside professionals, parents and carers.
- Happy, supported and engaged children.

### **Duties & Responsibilities:**

- To lead the day to day organisation of the wraparound provision (including overseeing room preparation, food preparation and management, oversight of safeguarding, behaviour, health and safety, and communication with parents and carers).
- Ensure the collection and registration of all pupils from the start of the session and throughout as many children will also be attending after school clubs.
- Pass on correspondence to teachers from parents/carers and vice versa.
- Create a safe, welcoming and friendly environment delivering high quality creative play opportunities embracing each child's individual needs, unique qualities and personalities.
- Provide care, play and learning opportunities and activities in a homely and nurturing environment, with regard to the individual development needs of the children and age ranges of children.
- Liaise with SLT with regard to the needs of the children who attend the wraparound provision.
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child (where relevant).

- Fully support inclusive practice and ensure that all children can be involved in the activities offered if they wish.
- Consult and liaise with the children and involve them in the planning of activities. Oversee planning and implementation of all areas within the provision
- Support all children, as well as parents/carers with the transition from school to wraparound and to home.
- Ensure appropriate planning is in place to maintain the required standards, ensuring that the relevant equipment and resources are available, consulting with the SLT when necessary.
- Monitor and evaluate the quality of the service.
- Supervise the children throughout the session ensuring that ratios are adhered to at all times.
- Be an effective role-model for children and practitioners at all times.
- Ensure that children are kept safe and that staff members understand and follow Safeguarding Procedures.
- To ensure the wraparound provision offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs, working alongside the school SENCo if required.
- Work alongside the SLT to ensure that multi-cultural events are being celebrated and implemented into the room planning.
- Develop and maintain highly professional working relationships with relevant Local Authority Advisors, outside agencies and regulatory bodies for support and guidance.
- Performance manage all wraparound care assistants.
- Monitor use of CPOMS for recording of incidents (first aid, safeguarding and behaviour) and ensure all staff trained to use the system. Provide time for staff to input incidents during the session time.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the PMD process.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

**At Strathmore, we are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.**

## Person specification

CRITERIA	QUALITIES You may wish to classify these as “essential” or “desirable” depending on your expectations for the role
<b>Qualifications and experience</b>	<ul style="list-style-type: none"> <li>➤ CACHE Level 3 Early Years Workforce or Childcare (essential)</li> <li>➤ Paediatric first aid (essential)</li> <li>➤ GCSEs at grades 9 to 4 (A* to C) including English and maths</li> <li>➤ Experience of working with children (essential)</li> <li>➤ SEND knowledge or experience</li> <li>➤ Medical knowledge on a number of needs such as seizures, tube feeding, allergies (all training will be provided)</li> <li>➤ Managerial experience (desirable)</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>➤ Good organisational skills</li> <li>➤ Ability to oversee planning and implementation of all areas within the provision</li> <li>➤ Ability to build effective working relationships with pupils and adults</li> <li>➤ Skills and expertise in understanding the needs of all pupils</li> <li>➤ Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>➤ Excellent verbal communication skills</li> <li>➤ Active listening skills</li> <li>➤ The ability to remain calm in stressful situations</li> <li>➤ Knowledge of guidance and requirements around safeguarding children</li> <li>➤ Good ICT knowledge</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>➤ Enjoyment of working with children</li> <li>➤ Sensitivity and understanding, to help build good relationships with pupils</li> <li>➤ A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school</li> <li>➤ Commitment to maintaining confidentiality at all times</li> <li>➤ Commitment to safeguarding pupil’s wellbeing and equality</li> </ul>