# Picture 1

# CRANBORNE MIDDLE SCHOOL

# PERSON SPECIFICATION

Job Title: Wraparound Care Supervisor

Salary: Dorset Grade 6

Reports to: Headteacher / Line Manager

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| criteria | Qualities | |
| Essential | Desirable |
| **Qualifications  and training** | * Minimum Grade C GCSE in English and Mathematics or equivalent * Current First Aid Certificate * Level 3 Qualification in Childcare | * Level 2 or higher Food Hygiene Certificate * NVQ 2 or 3 for Teaching Assistants |
| **Skills and knowledge** | * To be aware of Child Protection procedures. * Have a detailed understanding of child development and relevant experience of working with children. * Be able to act under own initiative and make decisions. * Be aware of the need for confidentiality. * Be a strong record keeper. * To be willing to attend courses to develop knowledge & keep up to date. | * Able to use initiative to develop resources to support individuals and small groups of children. |
| **Experience** | * Experience in supporting wraparound care (breakfast and / or after school club) * Recent and relevant Learner Support experience in a school setting * Recent experience in a Supervisory role. | * Recent and relevant experience supporting children within KS 2 and KS 3 * Experience of working with children with SEND including children who have more complex needs * Experience of liaison/contact with outside agencies. * Experience of working with children with social and emotional difficulties. |
| Specific Skills supporting the children | * Able to communicate clearly, clarifying and giving instructions with positive and constructive feedback. * Able to give positive praise relating to specific observed qualities of learning and behaviour. * Able to assist with regular assessments. * Able to be firm, calm and consistent when dealing with challenging behaviour. | * Able to anticipate difficulties and be able to solve problems. |
| **Personal qualities** | * Able to establish good relationships with children, team members, parents and other staff. * Able to work constructively as a member of a team understanding roles and responsibilities and your own position within these. * Able to liaise effectively with the Headteacher of the school, SLT and / or the Governing Body. * Able to organise personal timetable. * Able to be sensitive, calm, patient and understanding. | * A willingness to learn and develop. * Resilient. * Energy and enthusiasm. * Positive outlook. |
| **Other** | * Good attendance/punctuality |  |

Person Specification prepared by: Mr R Stevens

Designation: Headteacher

Date: June 2025