

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
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| **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.
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| **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.
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| 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.
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| **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.
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| **Other** | * Good attendance/punctuality
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Person Specification prepared by: Mr R Stevens

Designation: Headteacher

Date: June 2025