

**THE ROSELAND MULTI-ACADEMY TRUST**  
**JOB DESCRIPTION**

<b>Job title:</b>	Casual Hours Nursery Supervisor/Wrap-Around-Care Supervisor
<b>Hourly Rate:</b>	£10.60 per hour (on a casual basis)
<b>Employment</b>	Casual hours in accordance with the Nursery Supervisor /Wrap-Around-Care
<b>Holiday Entitlement</b>	Your holiday entitlement will depend on the number of hours that you actually work and be pro-rata on the basis of a full-time entitlement of 28 days' holiday during each full holiday year including public holidays in England and Wales.
<b>Responsible to:</b>	CEO, CFO, Executive Headteacher, Deputy Headteacher, Assistant Headteacher Teachers, Nursery Manager
<b>Direct/Indirect Supervisory Responsibility:</b>	None
<b>Important Functional Relationships:</b>	Internal: CEO, Headteacher, Central Services, teaching and support staff, pupils. External: Trustees, Multi Academy Trust partners, other schools and colleges, parents/carers, visitors to the school.

**Main Purpose of Job:**

To take a proactive role across the Trust primary schools; working within the school-based nurseries, and the schools' wrap-around-care provision. The role will be to support the curriculum and wellbeing of our pupils through the provision of a high level of assistance in the practical organisation and supervision in our extended school provision and at our school based nurseries, ensuring the welfare and development of pupils.

**Duties and responsibilities:**

1. To assist across the school with groups of children in developing knowledge, skills and attitudes as defined by the curriculum.
2. To take into account the learning support involved to aid children to learn as effectively as possible.
3. To establish supportive relationships with the pupil/s concerned and to encourage acceptance and inclusion of all pupils.
4. To encourage social integration and individual development of pupils.
5. To develop methods of promoting/reinforcing the pupils' self-esteem and to promote independence through the development of self-help skills.
6. To assist in preparing, using and maintaining relevant resources, including wall displays and cleaning up classrooms after activities.
7. To ensure that basic classroom materials are available for use.
8. To accompany children on educational visits and outings as supervised by the teacher, Nursery Manager/Deputy Manager.
9. To implement and contribute to planned learning and play and to promote the inclusion of all pupils.
10. To assess, monitor and record children's progress, health, behaviour and general wellbeing.
11. To feedback any information (including concerns) regarding the well-being and educational needs of children to the Class Teacher, Nursery Manager/Deputy Manager or Headteacher as appropriate.
12. To meet with Class Teacher, Nursery Manager/Deputy Manager, teachers, SENDCO, appropriate coordinators and Trustees to discuss improvements to the learning environment, delivery of the curriculum, pupil progress and concerns regarding individual pupils.
13. To be aware of confidential issues linked to home/pupil/class teacher/nursery manager/school work and to ensure the confidentiality of such sensitive information.

14. To supervise an individual or small group of children within a class under the overall supervision of the Class Teacher/Nursery Manager/Deputy Manager.
15. To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with children who are sick as needed.
16. To meet the mobility needs of the pupil assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and associated training.
17. To meet the needs of pupils with emotional and behavioural difficulties. To support the pupil in preventing harm and disruption to the pupil or others, within the limits of the post holder's training (eg: Team Teach) and school and Trust policies and procedures.
18. To support administrative tasks associated with all of the above duties as directed by the Class Teacher/ Nursery Manager/Deputy Manager/Headteacher/Deputy Headteacher/Assistant Headteacher.
19. To attend staff meetings and school-based INSET as required.
20. To be aware of and work in accordance with the Trust and school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
21. To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
22. To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned, with particular vigilance for children sharing packed lunches.
23. To organise approved group activities and games for children as authorised by a member of the teaching staff, so as to enhance the development of children's learning and social integration. To remain aware of children with special educational needs and liaise with the appropriate SEN staff to ensure play activities are appropriate and safe for all children.
24. To plan and prepare appropriate activities for a range of ages in before and after school care
25. To prepare snacks/breakfast for pupils

#### **General responsibilities**

1. To contribute to the overall ethos, vision and aims of the school and Trust.
2. Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the school and Trust including safeguarding, health and safety, equality and diversity, safeguarding and general data protection regulations.
3. Maintain confidentiality of information acquired in the course of undertaking duties for the school and Trust.
4. Be responsible for your own continuing self-development, undertaking training as appropriate.
5. To undertake other duties appropriate to the grading of the post as required, this includes supporting other key stages within the school, as directed.
6. Your employment will be based at the Trust Primary Schools but you may be required to work at any other premises occupied by the employer or any of the employer's academies within mid-Cornwall as directed.

#### **Safeguarding Statement:**

Tregony Community Primary School and Gerrans Primary School, part of The Roseland Multi Academy Trust, are committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers has a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child. The successful candidate will be required to undertake an Enhanced DBS check and online searches will be carried out for shortlisted candidates.