

Part Time Wrap Around Care Supervisor

Information about the role

General

We are looking for a responsible, caring individual to help supervise our After School Club. We look after pupils from Yr 3-9, from 4.00pm-6.00pm every weekday. You will work as part of a team to ensure that the pupils are kept safe and are well supported with tasks and fun activities. You will have experience of working with or caring for children and have an appreciation of the importance of safeguarding and the welfare of children. You will be a team player with good IT skills and understand the importance of having fun.

Hours

Up to 10 hours per week - Monday to Friday, term time only.

Person Specification

Professional Qualifications / Relevant Education & Training

Desirable - Childcare or teaching qualifications / First Aid qualifications

- Educated to GCSE or A level standard or equivalent (A)
- A good understanding of how safeguarding works within schools and the major sources of harm that can endanger children (e.g. online safety, child sexual exploitations, child-on-child abuse etc) (A, I)

Experience Required, including Budget Holding Experience (if appropriate)

- You will have experience of working with or caring for children and have an appreciation of the importance of safeguarding and the welfare of children. (A, I)
- You will be a team player with good IT skills and understand the importance of having fun. (A, I)
- You will have excellent communication skills. (A, I)
- You are caring, compassionate and empathetic. (A, I)

Technical Skills

- Working knowledge of common ICT packages (Word and Outlook in particular) (A)
- Ability to quickly acquire a good understanding of school procedures which relate to behaviour, safeguarding and pupil welfare. (A, I)
- Effective communication skills in English, both written and spoken, to enable good rapport with colleagues and pupils and the effective supervision of activities. (A, I)
- Ability to demonstrate an understanding of what motivates children to behave well. (A, I)
- Good administrative skills (A, I)
- High levels of organisational and self-management skills (A, I)
- Flexibility and openness to change (A, I)
- Proven ability to develop effective professional relationships with colleagues (A, I)
- Professional levels of personal presentation and integrity (A, I)

Other Relevant Information eg. working hours or desirables

- This is a flexible role, with hours available up to 10 hours per week during term time.

Recruitment - Note to Applicants

The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Job Description

Reports to: Wrap Around Care Co-ordinator / Assistant Head - Co-Curricular

Purpose of Post:

- To provide a safe, caring and stimulating environment for children.
- To support young leaders supporting the wrap around care sessions.
- To work in partnership with parents and carers and the wider staff. Promote pupils' wellbeing, social and academic development.
- To maintain the safety, welfare and good conduct of the pupils during these clubs.

Main Duties & Responsibilities

- Undertake the daily supervision of the breakfast &/or after school clubs, developing and maintaining high standards throughout to ensure the welfare of the children at all times.
- Ensure all safeguarding protocols are always followed by all staff and volunteers. Including supporting registration using school systems.
- Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development, giving consideration to families' ethnic, cultural and linguistic backgrounds, ensuring that the school's Equal Opportunities Policy is adhered to.
- To supervise the safe escorting of children to ensure their wellbeing at all times.
- To deal with any immediate problems or emergencies arising according to the school's policies and procedures.
- To report to the appropriate member of staff, using the school's agreed referral procedures, on the behaviour of pupils during the clubs, or any other issues that may be relevant, including but not exclusively health and safety, staffing issues, pastoral concerns.
- To promote and reinforce school policies, practices and procedures, including an understanding of child protection and health and safety responsibilities.
- The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community.

Other Duties:

- To seek to implement and comply with the School's Safeguarding policies and procedures and to demonstrate a commitment to the safety and welfare of children and colleagues.
- To attend relevant training and meetings as required.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities for themselves and those working with them in discussion with their line manager.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Informing the COO of any concerns regarding Health & Safety and safe working practices, including the reporting of accidents in accordance with the City's Incident Reporting procedures.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

Revision of Job Description

According to the development and requirement of the School, job descriptions may need to be reviewed and updated periodically after consultation with the job holder

How to Apply

Applicants should send a completed application form to **CLFS- Recruitment@cityoflondon.gov.uk**, by **9.00am on Wednesday 25th March 2026**.

Early applications are encouraged and suitable candidates will be invited to interview on receipt of application.

Freemen's acknowledges receipt of all applications; if you have not received confirmation of the safe receipt of your application within two working days, please call the school or email **CLFS- Recruitment@cityoflondon.gov.uk** to check on its status.

The successful candidate must be able to satisfy the City of London's health requirements and a confidential medical assessment by the City of London's Medical Officer is required.

City of London Freemen's School is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment.

The successful applicant must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (Enhanced Disclosure).