

## JOB DESCRIPTION

<b>Job Title:</b>	Wraparound Care Lead (Primary)
<b>Salary:</b>	TPAT Point 6
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	Wraparound Care Practitioners
<b>Important Functional Relationships: Internal/External:</b>	Senior Leadership Team, School Staff, Students, Parents & Carers, TPAT Professional Services Team, Local Monitoring Committee, Visitors, Suppliers and External Professional Bodies

### Main Purpose of the Job:

- To be responsible for the organisation of provision of wraparound clubs (breakfast and after school) for children between the ages of four and eleven, including the planning and organisation of structured sessions and an appropriate range of group activities within the framework of the play-work principles.
- Management and development of Wraparound Care Practitioners.

*Your role and duties will depend on the size of your school and therefore the size of the team and number of pupils. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each school will have their own individual requirements.*

### Main Duties and Responsibilities:

#### Support to Pupils

- To be responsible for providing a range of stimulating individual and group activities, indoor and outdoor, relevant to the age, stage and needs of young children which encourage and develop skills through play.
- Prepare and organise extra-curricular activities and equipment for all children attending wraparound club, within the equal opportunities framework, that are enjoyable, caring and in a secure environment.
- Provide an enabling environment in which all individual children can play, learn and develop and have fun through a range of age appropriate activities.
- Encourage and maintain a high standard of physical, emotional and social care for all children.
- Treat all children as individuals and have a secure knowledge and understanding of their needs while they are within your care.
- To consult children with regard to the activities to ensure their voice is heard and the activities provided meet their needs and preference.
- To interact positively with children to support their chosen play and activities.
- To provide an environment in which children can adapt their own opportunities and lead their own development and interests.
- To establish supportive relationships with the children to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To provide a facility for children to do their homework, including reading, if they wish.

- Helping children who need extra support.

### **Professional Responsibilities**

- Ensure the welfare and safety of children within your care.
- Being the main point of contact for wraparound provision, liaising effectively with administration teams and school Senior Leadership.
- Being responsible for preparing and collating attendance registers and liaising with administration teams regarding staffing ratios
- Complete a list / register of children to ensure that everyone is accounted for.
- Be responsible for the health and safety of the children in the wraparound club. Working within the Trust Health and Safety and Safeguarding Policies at all times.
- Responsible for developing and maintaining good working relationships and communication with parents, carers & guardians to encourage involvement.
- Being responsible for stock checks and ordering of relevant consumable resources and provisions, ensuring these are healthy drinks and snacks.
- Plan, supply and prepare safe nutritional snacks or light tea for the children.
- Assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned.
- To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes.
- Maintaining high standards of cleanliness of the areas used within the wraparound club ensuring a clean, safe and hygienic environment.
- To administer minor first aid (as trained) and assist with sick children where necessary.
- To comply with the school's First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book.
- Promote good behaviour, looking after children who are upset or have had accidents.
- Manage any anti-social behaviour promptly and ensure that the Headteacher and appropriate parents are informed.
- To be aware of the school's Safeguarding and Child Protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
- To be responsible for monitoring the use of and maintaining an up-to-date inventory of all wraparound club materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required.
- Managing the staffing of the wraparound care provision and monitoring of staff attendance and arrangement of staff cover as required.
- Ensuring session information is accurate to inform administration teams of payments to be charged.
- Monitoring the staff training calendar and ensuring compliance with relevant qualifications.
- Ensure that the correct staff to children ratios are maintained.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information at all times.
- To be ready at all times for emergency situations.

- To carry out administrative tasks associated with all of the above duties as directed by the Headteacher.
- Ensure provision is maintained to Ofsted standards of care.

### General Responsibilities applicable to all staff

- Demonstrate and promote the values of Truro and Penwith Academy Trust at all times.
- Contribute to the overall ethos and aims of the school.
- Follow and adhere to all agreed Child Protection and Safeguarding policies and procedures at all times.
- Make a positive impact on our students' lives and contribute to shaping a brighter future.
- Play a full part in the life of the school community and support its vision and ethos to encourage all staff and students to follow this example.
- Work effectively with other members of staff to meet the needs of students; ensuring that students' needs are prioritised.
- Act as a role model and set high expectations of conduct and behaviour.
- Appreciate and support the role of other professionals.
- Have a clear sight of how this role impacts on the school's students at all times.
- Work with professionalism in line with the Trust's Code of Conduct.
- Be aware of and comply with all policies and procedures at all times, especially those relating to child protection, health, safety and security, confidentiality, data protection and copyright, code of conduct, reporting all concerns to line manager.
- Be a positive influence on the climate and culture of the school and a positive role model at all times.
- Model good management practice across the Trust.
- Be aware of and support difference, ensuring equal opportunities for all.
- Actively promote the safety and welfare of our children and young people.
- Administer basic first aid and assist in the dispensing of medically prescribed controlled drugs in line with school procedures (only if trained to do so); recording on SafeSmart as required.
- Attend liaison events and effectively promote the school at open days/evenings and other events.
- Act as a Trust team member and provide support and cover for other staff where needs arise, inclusive of work at other sites within a reasonable travel distance.
- Be aware of and comply with all School and Trust policies and procedures.
- Undertake mandatory training, professional development, learning activities and appraisal procedures as appropriate.
- Attend and participate in relevant meetings and Trust based INSET as required.
- Responsible for your own self-development on a continuous basis; taking responsibility for your own CPD.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Maintain at all times the utmost confidentiality with regards to all reports, records, personal data relating to staff and students and other information of a sensitive nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.
- Carry out any other reasonable instructions commensurate with the post in order to support the work of the Trust and its Academies.

### Job Description

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. This job description does not form part of your contract of employment.

The post-holder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job.

This job description may be amended at any time in consultation with the post-holder.

### Special Conditions of Employment

Truro and Penwith Academy Trust is committed to safeguarding and promoting the welfare of children and young people, ensuring a culture of valuing diversity, and ensuring equality of opportunities, and expects all staff and volunteers to share this commitment. The post-holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The post-holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or well-being of children or young people.

All offers of employment are conditional and are subject to satisfactory pre-employment checks including receipt of original qualification documents, two satisfactory references, health screening, proof of eligibility to work in the UK, Childcare Disqualification check, a Disclosure and Barring Service (DBS) check and online searches.

## PERSON SPECIFICATION – Wraparound Care Lead

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	<p>Good levels of literacy and numeracy.</p> <p>Qualified to NVQ Level 2 or equivalent in a relevant area or equivalent experience.</p> <p>Safeguarding Level 3 certificate or willingness to take training.</p> <p>Pediatric First Aid Certificate (or willing to undertake training).</p> <p>Food hygiene/food handling certificate (or willing to undertake training).</p>	<p>Completion of the DfES Induction for Teaching Assistants.</p> <p>CLANSA or Cornwall Certificate in SEN.</p>	<p>Application</p> <p>Certificates</p>
<b>Skills and Experience</b>	<p>Experience of working &amp; enjoy working with children.</p> <p>Good understanding of child development and how children learn.</p> <p>Excellent organisational and communication skills.</p> <p>Able to prioritise between different demands.</p> <p>Able to work to deadlines.</p> <p>Self-motivated, and able to work in a team.</p> <p>Understanding of relevant policies/code of practice and awareness of relevant legislation.</p> <p>Ability to relate well to young people and adults.</p> <p>Good listening skills.</p> <p>ICT skills appropriate to the role.</p> <p>Effective time management.</p>	<p>Experience of working with children in a school or similar environment.</p> <p>Experience of planning purposeful learning experiences.</p> <p>Experience of driving a minibus.</p> <p>Clean driving licence.</p> <p>Willingness to undertake minibus training.</p> <p>Experience of monitoring of consumable resources and ordering replacement.</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>

	<p>Effective and efficient organisation and administrative skills.</p> <p>Committed to continual personal and professional development.</p>		
<b>Specialist Knowledge and Skills</b>	<p>Calm &amp; nurturing approach with aspirational mindset.</p> <p>Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT).</p> <p>Pro-active in making the club the hub of the community.</p> <p>Ability to build good working relationships with both pupils and adults.</p> <p>Ability to manage groups of pupils and deal with challenging behaviour.</p> <p>Leading by example with high professional standards.</p> <p>Caring, child centred.</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities.</p> <p>Committed to promoting equality of opportunity and inclusion.</p>	<p>Knowledge of a range of issues relevant to education and child development.</p>	<p>Application Interview Assessment</p>
<b>Behaviours and Values</b>	<p>Self-motivated and able to work constructively as part of a team and as a leader.</p> <p>Warm &amp; positive.</p> <p>Dedicated &amp; enthusiastic.</p> <p>Flexible &amp; creative.</p> <p>Trust and integrity.</p> <p>Patience and a sense of humour.</p> <p>Calm, kind &amp; empathetic.</p> <p>Able to adapt approach to suit circumstances and audience.</p> <p>Ability to manage challenging situations including with students and stakeholders.</p>		<p>Application Interview Assessment</p>