



BISHOP HOGARTH
Catholic Education Trust

We are **HIRING!**

APPLICANT INFORMATION PACK



WRAPAROUND LEAD

Christ at the Centre, Children at the Heart



Proud to be a part of the
DIOCESE OF Hexham & Newcastle

JOB DESCRIPTION

Post Title: Wraparound Lead

Reporting to: Headteacher and Senior Leaders

Job Purpose: To supervise pupils and provide a safe environment during the wraparound provision whilst also organising creative play opportunities. To take a lead role in running the club.

Please note that successful applicants will be required to comply with all Trust policies.

The successful applicant will be subject to relevant vetting checks, including a satisfactory enhanced disclosure before an offer of appointment is confirmed. Following appointment the employee will be subject to re-checking as required from time to time by the Trust.

Bishop Hogarth Catholic Education Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

JOB DESCRIPTION

1. Prepare and provide health food to pupils following food hygiene practices and clean up afterwards.
2. Report to senior leaders any child whose diet may give rise to concern.
3. Devise and initiate constructive play opportunities for children when required.
4. Ensure that children remain within a safe environment, and that they play safely.
5. Set suitable behaviour standards in line with policy.
6. Prepare and set up the room as required.
7. Administer basic first aid as required and respond to pupils who become ill, and seek appropriate assistance if required.
8. Undertake the personal care of children as required, including toileting, dressing and sickness.
9. Ensure pupils and young persons are supervised at all times.
10. Liaise well with parents, colleagues and pupils.
11. Ensure the building is safe and secure for pupils at all times.
12. Promote the club by creating promotional displays.
13. Monitor and report on the progress of the club and any issues of concern to the school leadership team.
14. Responsible for the purchase of resources, including food/drink and equipment.
15. Encourage, lead and support wraparound assistants ensuring good performance of them all the time.
16. Address performance or conduct issues promptly.
17. Ensure play equipment and materials are properly used, maintained and stored.
18. Safeguard and promote the welfare of children for whom you have responsibility or come into contact with and adhere to all specified policies and procedures.
19. Any other duties of a similar nature related to the post which may be required from time to time.
20. Carry out your duties with full regard to the Trust Equality Policy.
21. Comply with Health and Safety policies and procedures, including reporting any incidents, hazards or accidents and take a pro-active approach to health and safety matters in order to protect both yourself and others.
22. Maintain the Catholic ethos that is inclusive and applies Catholic values and attitudes in all aspects across the school and Trust.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

ESSENTIAL CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	E1	NVQ Level 3 for Teaching Assistants or equivalent childcare related qualification	AF/C
	E2	Basic skills/Induction	I/R
	E3	Willingness to participate in training and development opportunities	
EXPERIENCE & KNOWLEDGE	E4	Experience of dealing with children of a similar age	AF,R,I
SKILLS	E5	Ability to relate well to children and adults	I/R
	E6	Good communication skills	I/R
	E7	Ability to work effectively as part of a team	I/R
	E8	The ability to organise activities for children, in conjunction with other staff in school	I/R
	E9	The ability to be proactive and ensure that children's play times are safe and happy	AF,R,I
	E10	Able to use own initiative	I/R
	E11	The ability to manage behaviour of children in a positive and supportive manner	I/R
	E12	An understanding of hygiene and good health	I/R
PERSONAL ATTRIBUTES	E13	Friendly, approachable and professional manner	I/R
	E14	Calm approach	I/R
	E15	A commitment to working as part of the whole school team and supporting the ethos, vision and aims of the school	I/R
	E16	Caring attitude towards pupils and parents	I/R
	E17	Suitability to work with children	AF,R,I,D

PERSON SPECIFICATION

DESIRABLE CRITERIA

DESIRABLE CRITERIA	CRITERIA NO.	ATTRIBUTE	STAGE IDENTIFIED
QUALIFICATIONS/ TRAINING	D1	First Aid training	AF,C
	D2	Child Protection training	AF,C
EXPERIENCE	D3	Experience of working in a school environment	AF,R
SKILLS & KNOWLEDGE	D4	Relevant knowledge of First Aid	AF
	D5	Knowledge of Child Protection	AF,I
	D6	Knowledge of Health & Safety	AF,I
	D7	Equal Opportunities and recognising the nature of the diverse school community	I,R

Key – Stage identified	
AF	Application Form
C	Certificates
T	Tests
P	Presentation
I	Interview
R	References
L	Lesson
D	Disclosure and Barring Check



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Thank you for your interest in our vacancy



www.bhcet.org.uk



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