



Part A - Grade & Structure Information

Job Family Code	7CLES	Role Title	Wraparound Care Lead
Grade	P6	Reports to (role title)	Vice Principal
JE Band	228-268	School	Eastwick Schools
		Date Role Profile created	April 2023

Part B - Job Family Description

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. THPT reserves the right to review and amend the job families on a regular basis.

Role Purpose including key outputs	Under direction of the Senior Lead, coordinate the Wraparound Care Provision for the school, coordinating staffing and resources and leading breakfast or after school sessions as the lead professional. This will include: • Lead on all aspects of running the club to include planning, supporting activities, general liaison with parents and carers and ensuring good care and safety at all times. • To ensure the team work together to meet the needs and interests of the children in our care. • To ensure that the children's needs are the priority. • To receive any concerns from staff, parents or carers, supporting the coordination of the response appropriately. • To adhere to correct ratios at all times. • To work alongside staff members to ensure that general tasks are completed at the end of sessions, ensuring that the building is left clean and organised.
THPT Work Context and Generic Responsibilities	• Maintain confidentiality in and outside of the workplace. • Be pro-active in matters relating to health and safety and report accidents as required. • Support aims and ethos of the school setting a good example in terms of dress, behaviour, punctuality and behaviour, punctuality and attendance.

	Uphold and support the School's Policies and procedures on the Safeguarding of young people.
Line management responsibility if applicable	To manage Wraparound Assistant staff deployment, along with fellow role holders (i.e. some staff will be jointly managed by a Morning Wraparound Manager and an Afternoon Wraparound Manager).
Budget responsibility if applicable	Weekly supply orders will be raised by role holder (where appropriate / required) and authorised by senior leadership team.
Representative Accountabilities Typical accountabilities in roles at this level in this job family	<u>Support delivery</u> - Assist with the delivery of relevant schemes of work, delivery and assessment. - Deliver a range of operational support for existing systems or processes to agreed standards, to maximise quality of teaching & learning. - Support more senior staff in classroom management and behaviour techniques. - May carry out personal care routines as appropriate. <u>Planning & Organising</u> - Plan and prioritise own work activities for the weeks ahead, to ensure operational efficiency. Respond effectively to changing demands, adjusting priorities as needed. <u>Policy and Compliance</u> - Assist with work in a relevant technical or regulatory area in order that statutory and policy compliance is maintained. <u>Work with others</u> - Respond to and resolve enquiries and problems, judging when to pass on complex issues or involve others, to provide an effective support and clear advice to colleagues and customers. - Report any concerns, problems or incidents, e.g. safeguarding, behaviour in accordance with relevant reporting procedures. - Guide and/or supervise staff in their duties to facilitate their development and ensure standards are maintained. - Communicate and liaise with service users and/or external contacts, representing the team/service as required. <u>Resources</u> - May assist in the management of a small budget or recovery of income. <u>Analysis, Reporting & Documentation</u> - Collate data, prepare reports/statistics to meet statutory/management information requirements. - Recommend improvements and support implementation to systems, processes and procedures, ensuring best practice is shared across the team.

	• Support, coordinate and undertake research into a variety of projects in the defined area of activity to support achievement of team's objectives. <u>Duties for all</u> Values: To uphold the values and behaviours of the organisation. Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity. Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others. The Core National Standards for Supporting Teaching & Learning: To understand and carry out role in line with agreed standards, expectations & qualifications. Contribute to and influence children's learning and personal development. To have regard to and comply with safeguarding policy and procedures.
Education, Knowledge, Skills & Abilities, Experience and Personal Characteristics	• Educated to A level, HNC or equivalent, or able to evidence ability at an equivalent level. • Knowledge of relevant technical area including, where appropriate, relevant practical skills & relevant qualifications at Level 3 or 4 • Understanding of relevant regulations, processes and procedures and issues relating to the service user group. • Competent in a range of IT tools. • Good written and oral communication skills with the ability to build sound relationships with customers. • Ability to apply specialist skills/judgement to undertake a programme of works. • High level analytical and organisational skills. • Able to prioritise and plan own workload in the context of conflicting priorities and work on own initiative. • A methodical approach to tasks, recording and reporting. • Typically previous work experience in a relevant environment. • Experience of staff supervision where appropriate.
Details of the specific qualifications and/or experience if required for the role in line with the above description	Experience of working within a school or similar setting. Experience of working with families. Knowledge of child development Knowledge of referral routes and how to raise concerns. The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Summary	Roles at this level typically provide a practical support as part of a team. They will carry out a range of practical activities using knowledge of professional standards values and practice, together with a broad understanding of learning strategies. The work is within established processes and procedures and while it may not be subject to direct supervision, guidance is readily available. They will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day or week-to-week timescales, usually reacting to clear deadlines or processes. They support more senior staff by covering specific aspects of the teaching/learning programme and will be fully versed in all the procedures of their specialism. They may be involved in guiding/supervising the work of more junior staff.
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