



Downham Feoffees Primary Academy

Wrap-Around Care Leader Recruitment Pack



Content

<u>About Downham Feoffees Primary Academy</u>	3
<u>A brief history of our Trust</u>	4
<u>Our Vision, Mission and Values</u>	5
<u>Why work for us</u>	6
<u>How to apply</u>	6
<u>Job Description and Person Specification</u>	7



About Downham Feoffees Primary Academy



Welcome to Downham Feoffees Primary Academy (DFPA), part of Meridian Trust where we hope you will experience a wealth of enthusiasm for learning and for supporting and helping each other within our learning culture. Downham Feoffees Primary Academy is part of the Meridian family of academies. Our academy is situated in the heart of the village of Little Downham and caters for children aged 4 – 11 (Reception, Key Stage 1 and Key Stage 2).

We have approximately 160 pupils, organised into seven single age classes. The majority of our pupils come from Little Downham; the remainder are from the surrounding villages.

We aim to provide engaging learning activities for our children within a stimulating and challenging environment. Although our purpose is to promote the development of academic and practical skills, we also seek to guide children in their social, wellbeing and moral development. The environment we provide for our children promotes an inquiring mind, independence, self-motivation and

confidence. We aim to develop the numerous social skills that are necessary for children to become responsible members of society.

We are proud of our academy and of the part it plays within our local community. Our success works in unison with the partnerships fostered between the home and school. We value the hard work and support provided by parents/carers and their families, plus the Friends of Downham Feoffees (FODA) and our Academy Council. We have fostered links with businesses and charities both within the locality and further afield; we look forward to further developing such opportunities.

As part of the Meridian family, we work closely with Ely College Academy and The Lantern Community Primary School. We also have strong links with Busy Fingers Pre-School which is adjacent to our academy.



A Brief History

Meridian Trust, formerly known as Cambridge Meridian Academies Trust (CMAT), is a values-led Trust and has risen to be one of the highest performing academy groups in the country. Our Trust was first formed as an educational trust to create a federation of schools in 2006 with a desire to provide high quality and dynamic education for everyone, right in the heart of our community. Through various government policies, our commitment to collaboration has remained consistent.

Meridian Trust was formed in 2011 to deliver more widely on that clear vision to provide high quality and dynamic education for all at the heart of the communities we serve. Our steady growth since then reflects our commitment to the communities we serve and our track record of success. The period since 2018 has seen an increase in speed of growth as many long term projects matured and our relationship with Sharnbrook Academy Federation emerged.

We are currently a family of 35 academies (including 19 primary, 3 special and 13 secondary schools). The secondary schools include a University Technology College, an Upper School, four 11-16 schools and six 11-18 schools. We also have 2 new secondary free schools in development. All within 20 miles of Cambridge and Peterborough and the main communication routes between. We merged with Cambridge Primary Education Trust to become the Meridian Trust in April 2022. In addition to operating schools, we are the home of the Cambridgeshire and Peterborough Teaching School Hub, and train more than 150 new teachers each year through Meridian Trust ITT. We retain a strong commitment to growing and

supporting staff throughout their training and career development. We have a proven track record of school improvement and transforming the lives of children and young people over the last 10 years.

Students thrive in Meridian Trust academies as a result of the implementation of our values, our successful and proven systems and our commitment to valuing people. We are among the highest performing multi-academy trusts in the country for student progress. Our academies are well-run and our staff benefit from excellent access to professional development.

Our commitment to the education system goes beyond just our own academies. We operate 'The Cambridge Partnership', one of the largest initial teacher training providers in the country which has recently merged with the SAF ITT, and 'Leadership East' these further strengthen our capacity and commitment to professional development. We also provide support through various SLAs to a number of other trusts and academies.

As a strong, regional multi-academy trust we currently operate schools across Bedfordshire, Cambridgeshire, Lincolnshire, Peterborough, and Northamptonshire. We are proud to have strong partnerships within all these communities.



Trust Vision, Mission and Values

Our values and who we are:

Meridian Trust is a successful multi-academy trust founded on its commitment to people and communities.

Our proven approach over more than a decade has elevated us to a respected and admired academy trust, a national leader in education and a source of great pride to the communities we serve.

Every child is known, equally valued and supported to achieve their potential in all our academies. Every community we serve benefits from the facilities and services we provide.

Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported.

We ensure that well-run schools retain and develop their distinct contextual identity, while sharing and contributing to Meridian Trust values, practices, curriculum approaches and operational systems.

Our Vision:

High-quality educational provision for all at the heart of local communities.

Our Mission:

To deliver, promote and inspire high quality educational provision in schools at the heart of their local communities so that:

- Young people become successful learners and confident, empowered individuals;

- Young people are encouraged to think for themselves and act for others, equipping them with the values, attributes, knowledge and skills to make a rewarding contribution to society;
- Every school is a hub for community activities, a centre for extended services and a source of immense pride for students, their families, and other local stakeholders;
- Our staff benefit from strong networks, excellent career opportunities and a human approach where they are equally valued and supported;
- Well-run schools retain and develop their distinct contextual identity while sharing and contributing to the Meridian Trust values, practices, curriculum approaches and operational systems.

The enactment of our values for staff:



Valuing People

Engaged, developed, supported, and consulted.



High Quality Learning Environment

Experts who strive for continual development. Collaborative networks, trusted to deliver.



Pursuit of Excellence

Set ambitious goals and model what success looks like. Eager to improve.



Extending the Boundaries of Learning

Make connections, provide opportunities. Generous and sharing of knowledge and expertise.



Achievement for all

Are accountable for the outcomes we contribute towards and strive for the very best.



Valuing People



High Quality Learning Environment



Pursuit of Excellence



Extending the Boundaries of Learning



Achievement for all

Why work for us?

Meridian Trust aims to be the employer of choice for the communities we serve. Since 2010 we have nurtured and developed the careers of many people. You can read about some of those journeys in the 'Meridian Trust People' section of this website. We are committed to making a difference to young people's lives and the communities we serve. Help us make our mission a reality.

Benefits:

As a multi-academy trust of 35 schools, Meridian Trust can provide a wide network of opportunities for collaboration and career development for both teaching and support staff. With an initial teaching training facility and a teaching hub network within our Trust, there are ample opportunities to both, get into teaching, and develop within the profession.

- As well as the above we also offer:
- Unlimited access to CPD via Meridian Learning
- Free annual eye tests
- Access to a free Employee Assistance Programme, offering mental health and wellbeing support
- Unlimited value cycle to work scheme

To see the full range of benefits available, please visit [Employee Benefits - Meridian Trust](#)

How to apply...

To apply please complete the online form on MyNewTerm. Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

Closing Date: 13th April 2026 by 9am

Interviews: Week of 13/004/2026

Applying: WRAP-AROUND CARE LEADER

For any questions about the application process please contact:

Email: Recruitment Officer (Caroline Day) – cday@meridiantrust.co.uk

Meridian Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to satisfactory pre-employment checks including enhanced DBS disclosure. We are committed to diversity & inclusion and equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, race, religion or belief and marriage and civil partnerships. Meridian Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our students.

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	Wrap Around Care Team Leader
JD Reference:	STD WAC 07
School/Academy:	Downham Feoffees Primary Academy
Weeks:	38 weeks per year (term-time only)
Hours of work:	17.5 hours per week
Salary:	Grade 5
Responsible to:	Wrap-Around Care Manager/Headteacher

Role:	Supervise the Wrap-around care assistants. Responsible for day-to-day organisation and operation of the Wrap-around care club ensuring the safety and well-being of all children that attend.
Purpose of job:	To oversee safe, high-quality childcare provision of care, to provide care and play opportunities for children attending the provision outside of school hours fulfilling legal and statutory requirements.

Responsibilities and Accountabilities:

- Supervise, lead and assist children in activities and games whilst encouraging good behaviour in accordance with club and school policies and procedures, taking into account children's individual needs
- Support the Wrap-around care manager or senior leader in providing a safe, varied and stimulating environment, where resources can be accessed appropriately by all children and activities differentiated to ensure the needs of all children who attend are met
- Support children to develop independence in all aspects of the Wraparound Care Club
- Be responsible for the purchase of nutritionally balanced food and drink within budget, following approved finance processes. Ensure food hygiene standards are met. Encourage children to self-select during snack/teatime and be aware of healthy food choices. Ensure water is always accessible for all ages
- Ensure all WRAC staff members follow the Wraparound Care Club's registration and departure procedures
- Ensure appropriate levels of staffing, including at holiday clubs and to cover staff absence. Ensure all WRAC staff follow absence reporting procedures
- Check WRAC staff timesheets and submit to senior leader for approval
- Assist with recruitment for new WRAC staff
- Assist with the setting out and clearing up of club equipment and activities
- Monitor equipment to ensure it is safe for use

- Support the Manager to organise resources for the Wraparound Care Club and consider any further resource needs and their effective placement
- Abide by and implement all club policies and procedures, the implementation of play work principles and general childcare requirements
- Working with the WRAC Manager or senior leader, take a lead role to ensure the club is a clean and safe environment and that health and safety, accident prevention and smooth running of emergency procedures for children and staff are fully implemented. Report defects and concerns using school procedures.
- Liaise with the WRAC Manager or senior leader and where necessary the Designated Safeguarding Lead (DSL) to ensure children are fully safeguarded
- Build and maintain effective relationships with parents/carers to establish positive partnerships as the main point of contact for the WRAC club
- Escalate issues of concern about staff, children and parents/carers to senior leader.
- Responsible for communications to parents/carers about club activities and other important information
- Keep appropriate, accurate and efficient records as required to support children's play and well-being. Maintain confidentiality of data and information.
- Keep up to date with changes to welfare requirements, play initiatives and all policies and procedures ensuring understanding and implementation
- Participate in the supervision and appraisal system of own performance
- Administer basic first aid to staff and students
- Assist the WRAC Manager or senior leader to identify staff CPD requirements and ensure all WRAC Assistants complete mandatory training
- Keyholder responsible for locking and unlocking the building when required

Support for School/Academy/Place of work:

- Participate in and attend meetings which relate to the Wraparound Care Club's management, administration or organisation including open days or evenings as required
- Attend Staff Meetings.
- Contribute and participate in Trust events and activities where possible.
- Develop and maintain effective working relationships with other staff and parents/carers.
- Adhere to the Trust values.
- Follow school policies, practices and procedures.

Data security:

- Act in accordance with legal provisions regulating confidentiality and security of data and information in accordance with GDPR regulations.

Health and Safety:

- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the Trust on all issues to do with Health, Safety & Welfare.
- To work/operate all equipment within Health and Safety and other legal regulations, including risk assessments.
- Physically able to undertake manual work and to perform tasks set out in this job description.
- Contribute to the maintenance of a safe and healthy environment.

Continuing Professional Development:

- In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with research and developments related to school/academy/place of work efficiency, which may lead to improvements in the day-to-day running of the Trust.
- Undertake any necessary and identified professional development taking full advantage of any relevant training and development available, particularly when related to the use of ICT, for data management and record keeping.
- Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Child Protection and Safeguarding

- The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people.
- To inform the Designated Safeguarding Lead of any issues relating to the safety and well-being of students.

The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description is subject to review and may be changed following consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All staff will be subject to an enhanced check with the Disclosure & Barring Service.

Updated: February 2026