



## The Holy Family Catholic Primary School Job Description WAC Leader



**Job Title:** Wrap Around Care Leader

**Contract:** Part time

**Salary Scale:** H4

**Responsible to:** The head teacher and governors

**In Liaison with:** Assistant Head Teacher

### **Purpose of the Post**

To lead in the planning and delivery of high-quality care and play-based activities for pupils attending our breakfast and/or after-school provision, ensuring a welcoming, safe and inclusive environment in line with the ethos and values of Holy Family Catholic Primary School.

### **Key Responsibilities**

- Responsibility for ensuring the safe arrival of children at the clubs and the safe delivery to teachers in the morning and parents at the end of each day.
- The planning and preparation of safe, creative, appropriate activities, in a fun and caring environment.
- Keeping children safe and minimising risks in the wrap-around-care environment including daily risk assessment checks.
- Preparing and serving snacks/refreshments for the children ensuring that hygiene, health and safety measures are met.
- Administering and recording first aid as appropriate.
- Being responsible for setting up the room for the daily activities and aiding with the care and cleanliness of the rooms and equipment, including tidying the rooms at the end of the day.
- Ensuring that display boards are kept tidy and filled with art work and activities.
- Positive management of children's behaviour.
- Adhering to the Policies and Procedures of The Holy Family School policies.

### **Other Duties**

- To attend and participate in professional development, where appropriate.
- To take part in supervision and the school's appraisal process.
- To carry out any other reasonable occasional duties as requested by the head teacher or senior leadership team commensurate with the grade of the post.

### **Health and Safety**

- To ensure that the highest standards of safety, security, hygiene and cleanliness are operated at all times

***'As a family we live, love, learn and celebrate with Jesus.'***



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- To read and comply with all policies and procedures relating to child protection, health, safety, confidentiality and data protection and report all concerns to the Head teacher or other appropriate person.

***The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.***

The Holy Family Catholic Primary is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check and satisfactory references.