



BEDE ACADEMY

Emmanuel Schools Foundation

Wrap Around Care Assistant (Internal)

VALUED, CHALLENGED, INSPIRED



WELCOME

Dear Applicant

We are thrilled to see your interest in applying for the role of Wrap Around Care Assistant at Bede Academy Primary.

We believe ours is a truly exceptional school. As an all-through school, we serve students through their Nursery, Primary and Secondary educations. As a Christian-ethos school of character for the whole community, everyone is welcome at Bede Academy whatever their background, or ability, or faith position. We are all united behind a clear moral purpose as summed up in Christ's offer of 'life in all its fullness' John 10:10. As a result, we are a school where staff are fully committed to ensuring that they provide the very best teaching, learning, individual support and enrichment opportunities for our students.

At Bede Academy, we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn, in both Primary and Secondary phases. As a result, students across our Primary achieve very high standards of attainment – often significantly above regional and national standards. These high standards of academic success, underpinned by high levels of student attendance and behaviour are maintained because of a relentless commitment to high expectations both inside and outside of the classroom by all staff.

We focus on the holistic development of young people. Who a child becomes when they leave Bede matters just as much as their academic achievements. Outstanding teaching goes hand in hand with rich opportunities for character development. By putting character development at the heart of our mission, we seek to show students that our community is enriched by their willingness to use their gifts to serve others. A good work ethic, mutual respect and responsibility are key qualities which are nurtured in Bede Academy students of all ages, as we recognise that all are made in the image of God.

If you shares this vision of academic excellence, high pastoral standards, care and development of good character within a Christian context and you are interested in serving our community here in Blyth then please give this opportunity careful consideration.

We truly believe that Bede Academy is a great place to learn as a student, and a great place to work as a member of staff. We are looking for someone to lead our Primary phase who holds the highest expectations of themselves, of their colleagues and of the students we all serve.

If this role, and our Primary school excites you and aligns with your moral purpose, experience and ambitions then do not hesitate to contact us to explore this further.

Robbie Burns
Head of School (Primary)

MISSION

CHARACTER EDUCATION

We build good character. We learn about good character, why it matters and how to develop it.

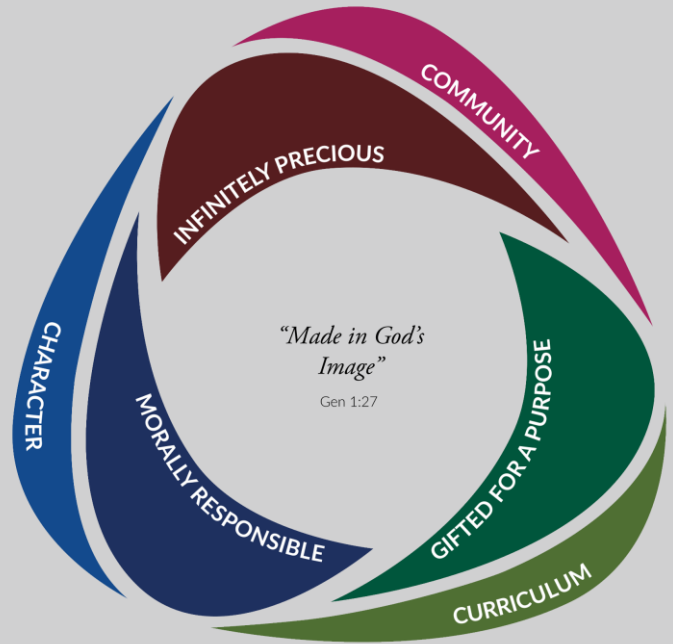
CURRICULUM EXCELLENCE

We are determined to achieve a personal best. We provide a broad ambitious curriculum that ensures excellent student learning, progress and future destinations.

COMMUNITY ENGAGEMENT

We serve with gratitude. We use our gifts to benefit the community and the environment.

OUR CORE VIRTUES





“

ALL PEOPLE ARE INFINITELY
PRECIOUS, MORALLY
RESPONSIBLE AND GIFTED
FOR A PURPOSE”



“

SUPPORTING STUDENTS
AND STAFF TO BECOME
THE PERSON THEY HAVE
THE POTENTIAL TO BE”

THE ROLE

Job Purpose:

To support the provision of wrap-around care for pupils at Bede South. Providing care and play opportunities in a safe and secure environment.

Duties & Responsibilities

The following list is typical of the level of duties which the wrap around care assistant is expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

As part of a team of wraparound support assistants:

- Supervise and support pupils in the wrap around care to ensure a high level of service for the children
 - Ensure awareness and knowledge of school policies/procedures to appropriately support wrap around care
 - Create a stimulating, clean and safe environment
 - Follow a detailed, weekly plan of play activities which are appropriate, varied and enjoyable, to support the development of children's skills and experiences
 - Actively engage with children in planned activities through observation evaluating and adjusting activities, as appropriate to meet the needs of the children
 - Ensure appropriate equipment and resources are available and in good condition
 - Maintain appropriate hygiene standards complying with Food Handling regulations
 - Be aware of the timetable of activities and identify the expected tasks required
 - Assist with the setting-up of the club each day.
 - Assist with the preparation and serving of food as appropriate.
 - Help to create a welcoming and supportive environment for the pupils attending the club.
 - Be responsible for the behaviour of pupils attending the club.
 - Assist with the tidying of the venue after use and ensure the secure storage of resources and equipment used including cleaning tables/washing up kitchen items used.
 - Support the aims and ethos of the school.
- Be punctual and maintain good attendance.
- Be aware of and comply with policies and procedures relating to child protection, food hygiene, Health & Safety, security, administration and confidentiality, reporting all concerns to an appropriate person.

- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Support the development of pupils with special educational needs and/or disabilities.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Participate in training, other learning activities and performance development as required.
- Liaise effectively with parents / carers, sharing and providing information relevant to the role
- Actively contribute and fulfil staff responsibilities to the school's responsibility to safeguard and promote the welfare and safety of children and young people
- Work effectively with all members of the school community to promote the school ethos, mission and values
- To meet all deadlines to ensure the effective running of the school
- Take reasonable care of your own health and safety and that of others
- Co-operate to enable the school to meet its health and safety responsibilities
- To work effectively as part of the school team
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the school.

THE PERSON

QUALIFICATIONS

- Good numeracy and literacy skills;
- NVQ 2 for teaching Assistants or equivalent qualifications

EXPERIENCE

- Working with or caring for learner of the relevant age

SKILLS, KNOWLEDGE & APTITUDE

- Good ICT skills and ability to use other types of learning technology:
 - Photocopying
 - Whiteboards
- Understanding of codes of practice and recent relevant education;
- Basic understanding of child development
- Can work as a member of a team, understanding their role in the classroom and associated responsibilities.
- Appropriate first aid knowledge

MOTIVATION

- Willingness to participate in training and personal development

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that the Academy is a safe and secure environment for its students.

Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.





APPLICATION DETAILS

Vacancy Details

Salary: £13.70 per hour

Start date: 01 September 2026 or sooner if possible

Location: Bede Academy, Curlew Way, Blyth, NE24 3PX

Working Terms: 30 minutes per week with the opportunity to provide additional cover in the event of staff absence, term time only, Permanent.

Deadlines:

Closing date: 15 June 2026, 9:00am

Interview to be held: tbc

How to apply:

For further information, please visit www.bedeacademy.org.uk or call HR on 01670 545111 (option 2) or email recruitment@bedeacademy.org.uk.

We warmly welcome and encourage visits to the academy. Please contact Mrs Fuller, Office Manager, on 01670 545111 (option 1) or email newsletter@bedeacademy.org.uk to arrange an appointment or for an informal conversation about the role .

A CV may be submitted to supplement your application but will not be accepted in replacement of a completed application form.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. This post will involve daily contact with children and is subject to an enhanced DBS check. In addition, as part of the shortlisting process, and in accordance with statutory guidance, we may carry out an online search (for publicly available material) to help identify any incidents or issues that have happened which we may want to explore with shortlisted applicants at interview.

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