



# **Downham Feoffees Primary Academy**

## **Wrap-Around Care Manager Recruitment Pack**





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Valuing People



High Quality  
Learning  
Environment



Pursuit of  
Excellence



Extending the  
Boundaries of  
Learning



Achievement  
for all

## 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: To be confirmed**

**Interviews: To be confirmed**

**Applying: WRAP-AROUND CARE MANAGER**

For any questions about the application process please contact:

**Email: Recruitment Officer (Caroline Day) – [cday@meridiantrust.co.uk](mailto: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**

|                        |  |
|------------------------|--|
| <b>Job Title:</b>      | Wrap Around Care Manager                                 |
| <b>JD Reference:</b>   | STD WAC 05   |
| <b>School/Academy:</b> | Downham Feoffees Primary Academy                         |
| <b>Weeks:</b>          | 38 weeks per year (term-time only)                       |
| <b>Hours of work:</b>  | 15 hours per week (plus X number of hours planning time) |
| <b>Salary:</b>         | Grade 7  |
| <b>Responsible to:</b> | Headteacher  |

|                        |   |
|------------------------|---|
| <b>Role:</b>           | To be responsible for the management and administration of our Wrap Around Care provision   |
| <b>Purpose of job:</b> | To lead the Wrap Around Care provision to provide an effective childcare provision which provides safe, high quality care and play opportunities. |

**Responsibilities and Accountabilities:**

- Responsible for providing high-quality appropriate play opportunities
- To ensure the statutory requirements for childcare are met in line with the Quality Framework
- Participate in discussions with the Play Practitioners relating to monitoring the effectiveness and quality of the provision
- Be responsible for the planning for the setting which should then be shared with staff and senior leaders
- Participate in discussions with the Senior Leaders relating to monitoring the effectiveness and quality of the provision
- Act as a key worker if necessary, liaising closely with the parents/carers and ensuring each child's needs are recognised and met
- Be responsible for the setting up of the after-school club daily programme and the tidying away at the end of each session
- Regular liaison with the finance team to provide monthly payroll information to meet internal and external deadlines
- Awareness of financial implications and systems to ensure the annual budget set is achievable
- Ensure that annual admin tasks are completed such as the roll up of the Magic booking system in conjunction with the Finance Team
- Registers are prepared ahead of sessions one week in advance and shared within the setting in conjunction with the Finance Team
- To ensure effective systems are in place for late bookings in conjunction with the Finance Team

- Effectively respond to parent/carer enquiries via email and/or verbally in conjunction with the Finance Team
- To be responsible for placing orders for food for the setting twice a week, to include stock taking and compliance with food hygiene practices
- To ensure that orders of consumable, curriculum resources are within the set budget
- To ensure that the setting including all staff adhere to food hygiene standards
- Potential for additional responsibilities in leading the school Holiday Club Provision
- Ensure that the setting is a safe environment for children, that the equipment is safe, standards of hygiene are high and safety procedures are always implemented. To ensure any concerns are reported to the Senior Leadership Team immediately.
- Advise the Senior Leadership team of any concerns e.g., over children, child protection, parents/carers, or the safety of equipment, preserving confidentiality, as necessary
- Fulfil the role of Designated Safeguarding Lead (DSL) liaising with the Safeguarding team in school
- Be aware of any special needs a child may have and familiarise oneself with any relevant play and learning plans necessary
- Attend staff/planning meetings or training courses as required
- Keep completely confidential any information regarding the children, their families or other staff which is acquired as part of the job
- Show commitment to promoting equality and recognising and respecting diversity in daily practice
- Keep up to date with current good practices and follow all school policies and procedures
- Undertake any other reasonable duties as directed by the Headteacher in accordance with the action plan and school policies and procedures

**Support for School/Academy/Place of work:**

- Participation in staff events by arrangement.
- 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 Child Protection Officer 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: April 2022**



|  |  |
|--|--|
| <b>Person Specification – Wrap Around Care Manager</b> | Assessment Key:<br>A = Application Form<br>I = Interview |
|--|--|

| Education and Qualification |   | Essential | Desirable | Assessment |
|-----------------------------|---|-----------|-----------|------------|
| 1                           | English and Maths GCSE at grades A* - C (9-4) or equivalent                               | ✓         |           | A          |
| 2                           | NVQ3/ L3 in childcare or equivalent qualification   | ✓         |           | A          |
| Experience                  |   | Essential | Desirable | Assessment |
| 3                           | Minimum of 3 years' experience in an Early Years setting                                  | ✓         |           | A/I        |
| 4                           | Good working knowledge of child development and learning processes, relevant legislations |           | ✓         | A/I        |
| 5                           | Experience of effective communications with parents or carers                             |           | ✓         | A/I        |
| 6                           | Implementation of the policies of inclusion and equal opportunities                       |           | ✓         | A/I        |
| 7                           | Knowledge of procedures related to the safeguarding of children's welfare                 |           | ✓         | A/I        |
| Knowledge and understanding |   | Essential | Desirable | Assessment |
| 8                           | Understanding of the education system   | ✓         |           | A/I        |
| 9                           | Understanding of how children learn   | ✓         |           | A/I        |
| 10                          | A sound grasp of the concept of inclusive practice  | ✓         |           | I          |
| 11                          | Knowledge of the concept of confidentiality and to maintain throughout the role           | ✓         |           | I          |
| 12                          | First aid certificate   |           | ✓         | A          |



|                             |  |                  |                  |                   |
|-----------------------------|--|------------------|------------------|-------------------|
| 13                          | Ability to act as a positive role model and to inspire pupils as individuals   | ✓                |                  | I                 |
| 14                          | Able to use school ICT systems and undertake a range of administrative tasks   | ✓                |                  | I                 |
| <b>Skills and abilities</b> |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 15                          | Skilled at making and sustaining positive relationships with children  | ✓                |                  | I                 |
| 16                          | Skilled at developing children's self-esteem and motivation so that they become resilient, independent learners                | ✓                |                  | I                 |
| 17                          | Ability to use language and other communication skills that parents, and pupils and staff members can understand and relate to | ✓                |                  | I                 |
| 18                          | Excellent written and oral communication skills  | ✓                |                  | I                 |
| 19                          | Ability to contribute to team meetings and contribute ideas  | ✓                |                  | I                 |
| <b>Personal Qualities</b>   |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 20                          | Willingness to undergo further training and development  | ✓                |                  | I                 |
| 21                          | Positive and enthusiastic approach towards work  | ✓                |                  | I                 |
| 22                          | Ability to act on own initiative   | ✓                |                  | I                 |
| 23                          | Kindness and empathy towards students and colleagues   | ✓                |                  | I                 |
| 23                          | Ability to work in of a team effectively   |                  |                  | I                 |
| <b>Child Protection</b>     |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 24                          | Support the Academy policies on safeguarding and child protection  | ✓                |                  | A/I               |
| <b>Other</b>                |  | <b>Essential</b> | <b>Desirable</b> | <b>Assessment</b> |
| 25                          | Flexibility of working hours   | ✓                |                  | A/I               |