JOHN RANKIN SCHOOLS

JOB DESCRIPTION

Wrap Around Care Co-ordinator

Grade

Grade 5 SCP 12 to 17

Purpose

To lead and be responsible for the day-to-day organisation of the Wrap Around Care provision, providing high standards of care and play opportunities for children aged 3–11 in a safe, secure and nurturing environment that supports their development and wellbeing.

Staff Responsibilities

No formal line management responsibility. The postholder provides day-to-day direction, task allocation and routine support for wraparound care staff.

Deployment

Fixed-site deployment at JRS.

Financial Accountability

No budgetary responsibility.

Key accountabilities

To deliver a high-quality wraparound provision that supports children's development through structured play, enrichment activities and continuity between school and wraparound care; to lead the organisation, day-to-day running and continuous improvement of the provision so that children benefit from safe, purposeful and well-planned care; to ensure safeguarding, wellbeing, positive behaviour and inclusion are embedded across all aspects of the provision, maintaining a safe and nurturing environment for all children.

Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. Employment with the Trust constitutes regulated activity, all posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.

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Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community.

Main duties and accountabilities

Teaching and Learning

- Develop and deliver age-appropriate play-based activities that support children's development across social, emotional and learning domains.
- Plan and provide structured and creative play opportunities aligned to children's individual needs and developmental stages.
- Ensure activities reflect relevant frameworks, including EYFS where appropriate, and support continuity between school and wraparound provision.
- Support children's learning, confidence, independence and development through high-quality play and enrichment opportunities.

Assessment

- Monitor and evaluate the effectiveness of activities and provision to ensure they meet the needs of all children.
- Maintain appropriate records relating to participation, engagement and developmental needs where required.
- Use information gathered through observation, records and daily practice to support effective planning and improvement of the provision.

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Behaviour Management and Student Wellbeing

- Promote positive behaviour through consistent expectations, modelling good practice and supporting children's emotional wellbeing.
- Ensure the safety and wellbeing of children at all times, maintaining high standards of pastoral care.
- Oversee medical requirements of children attending the provision, ensuring all staff are informed and procedures are followed.
- Maintain a calm, safe and orderly environment that supports children's wellbeing and positive engagement.

Pastoral and Inclusion

- Create a safe, inclusive and nurturing environment that supports the needs of all children, including those with additional needs.
- Build positive relationships with children, supporting their confidence, independence and social development.
- Communicate effectively with parents and carers, providing updates and supporting engagement in their child's development.
- Ensure children are supported with sensitivity, care and consistency so that they feel safe, included and able to participate.

Trust Culture

- Lead and motivate staff to deliver high-quality provision, modelling professional standards and promoting a positive team culture.
- Ensure all staff adhere to school policies and procedures, including safeguarding, health and safety and behaviour expectations.
- Build strong working relationships with school staff, sharing relevant information to support children's needs.
- Promote the Trust's commitment to safeguarding, equality, ambition and high standards in all aspects of the provision.

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Other

- Coordinate and manage the day-to-day running of the provision, including staff deployment and activity planning.
- Ensure accurate registration and signing in and out of children.
- Maintain a safe, orderly and well-resourced environment, including monitoring resources and making recommendations for expenditure.
- Complete administrative tasks including record keeping, reporting and monitoring service quality.
- Ensure compliance with health and safety requirements, including risk assessments and reporting of incidents.
- Manage routine staff issues and allocate tasks effectively within the team.

Other requirements and responsibilities

- Enhanced DBS with Children's Barred List required.
- Provide first aid as required and in line with training provided.
- Provide intimate care for children as required and in line with training provided.
- Use IT systems confidently, including online registration systems and Microsoft Office applications.
- Have due regard for safeguarding and promoting the welfare of children and young people, following school safeguarding procedures and reporting concerns to the Designated Safeguarding Lead.
- All staff are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.
- The Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post, in consultation with the postholder.

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