

Wraparound Care Team Leader

Candidate Information Pack



St Philip CE Primary School

Welcome to Liverpool Diocesan Schools Trust

Thank you for your interest in working in one of our amazing schools and committing to making a difference to learners right across our Trust.

LDST is a multi-academy Trust of 19 primary schools that welcomes young people and colleagues of all faiths and none and is committed to providing a high-quality education and environment where Christian values and principles permeate all that we do.

As a Trust, we have a very clear purpose, and an uncompromising vision:

The right of all to have a great education is at the heart of everything we do so that all learners, regardless of background, ethnicity or need, make excellent progress, and fulfil their academic potential.

Central to this are our **core values of collaboration, difference, local and inclusion**, and our commitment to ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.

All of our schools benefit from high levels of collaboration and a strong school improvement function and central team, which give the capacity to support schools, evaluate and intervene where needed. Strong networks and a culture of support ensures a high level of accountability matched with only the challenge required to enable local leadership to flourish.

We do this to ensure that our schools are self-sustaining and we are committed to being:

- **Respectful** of the individual identity of our schools –knowing their strengths and understand where improvements are needed
- **Resourceful** and recognising effective and successful practice in all schools and using this where possible as a resource to support others to bring about improvement
- **Responsive** to the context of each school, adapting strategies where necessary to promote and sustain improvements
- **Relentless** in our pursuit of excellence and led by a belief that every child can achieve

Our family of schools support and connect, share practice, and provide an excellent education built on distinctly Christian values so that *all* children, learners and staff across our Trust, flourish. Our established networks provide exciting opportunities for schools to work together to create a fluid school improvement system.

Supporting you to flourish and thrive in your role is extremely important to us and this is reflected in our strategic People Pillar and People Strategy:



Learn

We learn from our colleagues' experiences and best practice to get the **fundamentals of HR** right.



Love

We love and appreciate our colleagues by supporting their **wellbeing and mental health**.



Achieve

We must **attract** the best talent and support **retention** of existing colleagues with comprehensive **development** for existing colleagues to successfully fulfil their roles and **progress** their careers within the Trust.



Together

We are **one Trust**. We will foster a **culture of belonging** for everyone and strive for **excellence** for all.

We are a fully inclusive organisation and encourage applications from individuals from all communities regardless of faith, race or ethnicity, age, disability, gender or sex, marital status, pregnancy or maternity, or sexual orientation.

What we can offer you

- **Continuing Professional Development** – All support staff can apply for fully-funded apprenticeships up to degree level.
- **Leadership Pathways** – We have a wealth of development opportunities that are open to colleagues and we are exceptionally proud of our very high levels of internal promotion.
- **Annual Trust Wide Conference** – For all colleagues to celebrate and learn together.
- **Collaboration** – Regular networking opportunities across our networks for different staff groups.
- **Trust Wellbeing Group** – Exploring and implementing new and innovative initiatives to support our colleagues to be happy and healthy in work like our Trust Wide employee assistance programme and reward platform.



Laurie Kwissa, Chief Executive Officer

Wraparound Care Team Leader

Salary: Grade 5 NJC 8-14
Hours: 20 hours per week
Term: PERMANENT
Contract Type: Term Time
Location: St Philip Westbrook CE Primary School

ABOUT THE SCHOOL

Visits to the school are warmly welcomed and encouraged. Please contact Lesley Thornton on lesley.thornton@ldst.org.uk to make an appointment to visit the school.

Please visit our website for further information on <https://stphilipwestbrook.co.uk/>

Liverpool Diocesan Schools Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment to keeping children safe. Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview. Candidates must also be able to demonstrate their Right to Work in the United Kingdom.

- **Closing date: 12:00pm 14th August**
- **Shortlisting: TBC**
- **Interviews: TBC**

Job Description

Title: Wraparound Care Team Leader

Salary: £26,824 (per annum, pro rata) - £29,540 (per annum, pro rata)

Hours: 20 hours per week

Contract: Permanent

Accountable to: Trust Business Manager

Location: St Philip CE Primary School

CONTEXT

St Philip's Link Club is based at St Philip's CE Primary School and is available to children who attend St Philip's Westbrook School and is open during school term time as follows:-

After School Club: 2pm – 6pm

PURPOSE OF THE JOB

The Wraparound Care Team Leader will play a pivotal role in overseeing our wraparound care provision, breakfast and after school club, ensuring the children are provided with a safe, engaging and supportive environment outside of normal school hours.

The role includes being responsible for motivating and working as part of a team and the day-to-day organisation and running of our wraparound care provision. This includes planning and delivering engaging activities indoors and outdoors for primary aged pupils, promoting creativity, social development and physical play.

MAIN DUTIES

To take day-to-day responsibility for the running of St Philip's Link Club, including:-

- Lead the day-to-day operation, and create a welcoming, caring, safe, secure and stimulating environment
- Plan a variety of appropriate play activities for primary aged children
- Supervise a staff team, including ensuring they are adequately trained and supported in order to offer the highest quality provision
- Be aware of and comply with St Philip's policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the relevant member of staff
- Be responsible for promoting and safeguarding the welfare of the children
- Promote positive behaviour, inclusion and emotional wellbeing in line with school policies

STAFF SUPERVISION

- Daily supervision and support of St Philip's staff, promoting best practice in play work and child development.
- Assess staff learning and development needs on an ongoing basis and support school leadership in the development of Link Club staff and the service as a whole (including safeguarding, paediatric first aid and food hygiene)
- Ensure Link Club staff are aware of and have access to appropriate learning and development opportunities in consultation with school leadership

- Lead team meetings, planning sessions and cascade training information as appropriate
- Develop policies and paperwork for the day-to-day administration e.g. registers, signing in and out forms and other procedural forms and systems for ordering/buying equipment and food etc.
- Organise staff rotas for all duties, including snack preparation, activity timetables etc.
- Monitor and implement behaviour management for staff

ACTIVITY PLANNING

- Lead, direct or supervise safe, creative and appropriate play opportunities for all age groups
- Lead planning sessions with the staff team to ensure a planned approach to sessions, including allocation of resources and liaison with parents/carers regarding themes as necessary
- Ensure Link Club staff have adequate support for preparing activities, organising programmes/themes and arranging equipment/resources
- Ensure all activities are inclusive for all children to take part in
- Maintain stock of snack, craft supplies and play equipment
- Develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child
- Obtain up to date registers via the schools Online Payment System
- Maintain daily registers, assess risk and ensure health and safety checklists are carried out.
- Communicate with parents through face-to-face contact and telephone calls
- Encourage parental involvement and support through the development of effective working relationships
- Ensure staff communicate clearly about any matters relating to the running of the club and the wellbeing of the children, including resources and equipment, health and safety and safeguarding issues
- Consult with the children and involve them in the planning of activities
- Share good practice with Link Club staff
- Ensure all staff and the service are meeting Ofsted requirements

SUPERVISION AND CARE OF CHILDREN

- Ensure all activities are carried out in a safe and responsible manner in accordance with the requirements set out by Ofsted and other guidance e.g. Health & Safety
- Ensure risk assessments are completed prior to commencing activities with the children
- Supervise and organise the safe handover of children
- Train as a First Aider and administer first aid as appropriate

SAFEGUARDING

- Maintain an up-to-date knowledge of child protection and safeguarding

- Have due regard for safeguarding and promoting the welfare of children and young people and for following the child protection procedures of the school
- Act as Designated Safeguarding Lead (DSL) for the setting

DIRECT PLAY WORK

- Ensure a wide range of creative and enjoyable activities are offered
- Coordinate the availability and ascertain the suitability of play resources including managing an inventory of stock
- Manage the planning of a wide range of creative and enjoyable activities, in conjunction with Link Club staff and consultation with the children.
- To fully support inclusive practice and ensure all children can be involved in the activities offered

OTHER

- To promote the aims of the school and use as a guide for daily activities
- To ensure all staff understand and adhere to setting policies, procedures and standards at all times
- Ensure the setting offers a high standard of physical and emotional care
- Ensure good standard of hygiene and cleanliness are always maintained
- Be responsible for the maintenance of Health & Safety standards appropriate for the needs of Link Club staff and children
- Oversee the preparation and maintenance of resources
- Ensure the setting offers a high-quality environment to meet the needs of individual children from differing cultures and religious backgrounds, and stages of development with due regard to those with SEND
- Ensure confidentiality of information received
- Undertake continuous professional development including short courses and qualifications relevant to play work
- Participate in activities which fall outside of normal working hours as required e.g. training, staff meetings, fundraising events etc.
- Carry out responsibilities within an equal opportunities framework

SUPPORT FOR THE SCHOOL

- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protections reporting all concerns to the appropriate member of staff
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance management as required

The post holder may be reasonably expected to undertake other duties that may be allocated from time to time, commensurate with the level of responsibility.

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Person Specification

Attribute	Essential	Desirable
Management	- Ability to supervise the setting on a daily basis, providing feedback to the school leadership team as required - A commitment to the provision of high-quality childcare	- Proven ability to oversee a successful play work setting - Experience in working within a school structure
Experience	Previous experience in a play work environment, working with young children in a voluntary or paid capacity	- Previous experience in a leader or supervisory role, within a play work environment - Knowledge of the early years curriculum
Practical Skills	- Effective supervision skills and staff motivation - Multi-tasking	Creativity to devise new ideas and engage the children in activities
Communication	- Ability to delegate tasks to team members as appropriate - Planning and cascading training to staff - Open communication with staff to ensure consistently high levels of staff morale and motivation	Excellent communication with children, parents/ carers, community members, staff and the school/Headteacher
Personal Qualities	- Patience, punctuality, reliability and trustworthiness - Enthusiasm for working with children - Good organisational, record keeping and planning skills - Creativity in the provision of a stimulating and safe environment for the children - Enthusiasm for consulting with children - Ability to work in small teams - Flexibility/ adaptability	Ability to mentor, support and encourage other staff to maximise their creativity and enthusiasm
Education	Hold an approved Level 3 or above qualification	Current First Aid certificate

and Training	• Knowledge of the importance of Health & Safety and Food Hygiene in the workplace • Knowledge of safeguarding requirements • A positive approach to gaining further qualifications	• Current DSL Training • Completion of other relevant courses
Equal Opportunities	• A positive and active approach to inclusive practice with children, parents/carers and colleagues	

How to Apply

Application Process

The application process for this role is a 2 process:

- Application form completed on MyNewTerm
- Interview and tasks

To be considered for this role you must apply for the role through MyNewTerm. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions or arrange a visit to the school please contact Lesley Thornton via email at Lesley.thornton@ldst.org.uk to make an appointment to visit the school.

Please visit our website <https://stphilipwestbrook.co.uk/> for further information.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: 12:pm 14th August 2026

Interview Date: TBC

Start Date of Post: TBC

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen