

JOB DESCRIPTION and PERSON SPECIFICATION

ORGANISATION: St Cuthbert's RC Academy Trust **GRADE:** 6
JOB TITLE: **Wrap-around Care Lead Level 3** **DATE PREPARED:** October 2025

DIGNITY AT WORK: To show, at all times, a personal commitment to treating all stakeholders and colleagues in a fair and respectful way, giving positive regard to people's differences and individuality. Promotes equal access to services and employment opportunities and supports the Equal Opportunities in Employment Policy adopted by the school.

Summary

The Wrap Around Care Lead will oversee the planning, delivery, and evaluation of high-quality care and enrichment activities for children attending the school's Breakfast and After School Club. The role involves supervising staff, ensuring compliance with safeguarding and health standards, and fostering a safe, inclusive, and stimulating environment. The postholder will lead on behaviour management, liaise with parents and school staff, and contribute to the strategic development of wrap-around provision.

PURPOSE:

To work under the guidance of the Headteacher to:
To lead and manage the wrap-around care provision, ensuring a safe, engaging, and nurturing environment for children before and after school. To plan and deliver age-appropriate activities, supervise staff, monitor pupil wellbeing, and uphold the school's values and policies.

PRINCIPAL ACCOUNTABILITIES:

Please note decision making must be included within the Principal Accountabilities

Leadership and Management

- Lead the day-to-day operations of the Breakfast and After School Club.
- Supervise and support wrap-around care assistants and volunteers.
- Plan rotas, delegate tasks, and ensure staff are clear on responsibilities.
- Monitor and evaluate the quality of provision, implementing improvements.
- Maintain accurate records of attendance, incidents, and pupil needs.

Support for pupils

- Plan and deliver engaging activities that support play, learning, and development.
Support children with SEND and those with additional needs.
Model and promote positive behaviour and emotional regulation.
Provide feedback to children and parents on progress and wellbeing.
- Promote children's welfare, health and safety, ensuring a secure and stimulating environment.
- Encourage children's independence, resilience, and self-esteem.
- Lead facilitating play-based learning and adult-guided activities.
- Support children's safe access to food and snacks available during sessions.

Support for Practitioners and Curriculum

- Mentor and support wrap-around care assistants.
Ensure resources and environments are safe, clean, and stimulating.
Promote inclusive practice and cultural awareness.
Lead on food preparation and hygiene, ensuring dietary needs are met.
- Lead in planning and delivering educational programmes aligned with whole school curriculum in a wrap-around care environment.
- Lead the use of ICT and other tools to enhance learning within the wrap-around care environment.
- Deliver targeted interventions (e.g. phonics, language development, social skills) as and when directed.

Support for the school

- Liaise with teaching staff and senior leaders regarding pupil needs and behaviour.
- Ensure compliance with safeguarding, health and safety, and data protection policies.
- Promote the ethos and values of the school.
- Engage with parents and carers to support home-school links.
- Participate in staff meetings, training, and supervision.

GENERAL:

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The post-holder must be flexible to ensure the operational needs of the academy are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the academy and before and after the school day.

DIMENSIONS:

Responsibility for Staff: Supervision and mentoring of wrap-around care assistants and volunteers.

Responsibility for Children: Daily care and supervision of children attending wrap-around provision.

Responsibility for Resources: Oversight and safe use of club equipment, food supplies, and materials.

ORGANISATION CHART:						
<p style="text-align: center;">Headteacher</p> <p style="text-align: center;">Deputy/Assistant Headteacher</p> <p style="text-align: center;">Wrap-around Care Lead</p> <p style="text-align: center;">Wrap-around Care Assistant</p>						

	Tick relevant level for each category						Supporting Information (if applicable)
	Not applicable	Low	Moderate	High	Very High	Intense	
PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment).		√					
WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment).		√					
EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment.			√				Occasional rudeness and confrontational behaviour from pupils and very rarely, parents

PERSON SPECIFICATION

The information listed as **essential** (the column that is shaded) is used as part of the job evaluation process. The requirements identified as **desirable** are used for recruitment purposes only.

**Codes: AF= Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation*

Criteria	Essential	Desirable	Assessment Method
Qualifications	Level 3 Early Years Qualification (as per EYFS)	Level 4 or above Teaching Assistant /Early years Qualification	AF/CQ
	GCSE, Level 2 or equivalent in Maths and English	A 'Levels or above	AF/CQ
	Safeguarding Level 1 or willing to undertake		AF/CQ
	Peadiatric First Aid Certificate or willing to undertake		AF/CQ
	Basic Food Hygiene Certificate or willing to undertake		AF/CQ
Experience	Experience working with children in a school or childcare setting		AF/R
	Experience leading childcare or play work provision		AF/R
	Effective use of ICT to support within a given role.		AF/R/I/TA
	Experience supporting children with SEND or EAL		AF/I/R
	Delivered pupil intervention with positive measurable impact		R/I
Skills	Enthusiastic and committed to work with children and young people and their development		I
	Flexible and Adaptable		
	Ability to form and maintain appropriate relationships and boundaries		I/R
	Ability to use initiative and prioritise work		I/R
	Ability to work to tight deadlines and with minimal supervision		R
	Ability to deal with challenging situations		I/R
	Competent ICT skills		
Knowledge	Knowledge of safeguarding and child welfare		I/R
	Knowledge of healthy eating and nutrition		I
	Knowledge of National Curriculum, EYFS Guidance and other codes of practice eg SEN, Equalities		

	Commitment to equality and inclusion practice		I
	Knowledge of Health and Safety requirements		
Communication	Strong verbal and written communication skills		I/R
	Ability to interact professionally with children, parents, and staff		I/R/TA
	Ability to interact well using courtesy, tact and diplomacy and negotiation skills		I/R
	Ability to work constructively and proactively as part of a team, understand setting roles and working within this position as part of a team		I/R
	Highly competent written skills, including spelling and grammar, including use of ICT		
Other Requirements	Enhanced DBS clearance		DBS Disclosure
	Maintain high levels of confidentiality and professionalism at all times		I/R
	Ability to present a smart professional image		I/R
	Reactive and proactive in own development		AF/R
	Self-motivation and personal drive to complete tasks to the required time scales and quality standards		AF/R
	The post-holder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record.		AF
	Commitment to wider life of the school and nursery		AF/I