

JOB DESCRIPTION

JOB TITLE: Wraparound Care Leader

GRADE: Grade CD (point 3-6)

RESPONSIBLE TO: Headteacher

JOB PURPOSE: The core focus of this job is to assist with supporting the school with the provision of extended care. The post holder will do this by supervising children and organising activities.

The out of hours school club provides a safe environment for children prior or after school, and encourages healthy eating and creative play opportunities.

ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operation Issues	<ul style="list-style-type: none"> ● Maintain a register of children ● Prepare & provide a healthy Breakfast/snacks/refreshments to the children following food hygiene practices, and clean up afterwards ● Prepare and set up room as required ● Administer basic first aid as required ● Undertake the personal care of children as required, including toileting, dressing, sickness ● Ensure the children and young persons are supervised at all times ● Collect monies from parents as required ● Assist in the purchase of resources, including food/drink ● Ensure the building is safe and secure for the children and young persons at all times ● Ensures play equipment and materials are properly used, maintained and stored and report any damages to the Playleader/Supervisor
Communication	<ul style="list-style-type: none"> ● Close liaison with parents, colleagues, pupils ● Encourage parental involvement and support ● Communicate with school staff as appropriate
Systems & information	<ul style="list-style-type: none"> ● Maintain accurate records as required, to include completion of accident book, register of child's attendance, up to date emergency contact details ● Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. ● Share information appropriately – in writing, by telephone, electronically and in person. ● Have an awareness and basic knowledge of the most recent legislation and the common law duty of confidentiality.
Administration/Other	<ul style="list-style-type: none"> ● Plan and provide a variety of safe, creative and appropriate play opportunities.

Safeguarding and Promoting the Welfare of Children/Young People	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of pupils in line with policy and legislation, raising concerns as appropriate • This YLT is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.
Health & Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure. • To work with colleagues and others to maintain health, safety and welfare within the working environment.
Data Protection	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • To comply with the YLT's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Equalities	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality policy, treating people with respect for their diversity, culture and values • The YLT is committed to equality and to making fair and equitable treatment an integral part of everything we do. The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The post is subject to a successful DBS check and pre-employment checks will be undertaken before an appointment is confirmed.
Customer Service	<ul style="list-style-type: none"> • The YLT requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment • The YLT requires that staff offer the best level of service to their stakeholders and behave in a way that gives them confidence. Stakeholders will be treated as individuals, with respect for their diversity, culture and values

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of

service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

PERSON SPECIFICATION FOR

Wraparound Care Leader

Essential upon appointment	Desirable on appointment
Knowledge	
<ul style="list-style-type: none">• An understanding of and commitment to the provision of good quality childcare• An understanding of food hygiene rules• Health & safety knowledge, including lifting and handling and fire prevention• A sound understanding of safeguarding procedures• Knowledge of healthy eating	
Experience	
<ul style="list-style-type: none">• Some experience of working with children in a play work or educational setting	
Qualifications	
<ul style="list-style-type: none">• Literacy skills for accurate record keeping	<ul style="list-style-type: none">• Food Hygiene certificate• Child care qualification
Occupational Skills	
<ul style="list-style-type: none">• Ability to plan and deliver safe activities relevant to the age of the children• Ability to work on own initiative and use common sense• Ability to communicate effectively with parents and colleagues, verbally and in writing• Ability to maintain confidentiality• Ability to work effectively in a team• Committed to continuing professional development	<ul style="list-style-type: none">• Behaviour management skills• Basic ICT skills

<ul style="list-style-type: none"> • Emotional resilience Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Personal Qualities	
<ul style="list-style-type: none"> • Demonstrable interpersonal skills. • Ability to work successfully in a team. • Confidentiality • Flexibility 	<ul style="list-style-type: none"> • Creativity
Other Requirements	
<ul style="list-style-type: none"> • Enhanced DBS Clearance • Through their role and work to positively promote the distinctive Christian ethos and practice of the school • To be committed to Continuing Professional Development • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with challenging behaviours and attitudes • Ability to use authority and maintain discipline • An empathy for equality & diversity • The ability to converse at ease with stakeholders and provide advice in accurate spoken English is essential for the post 	