



Wrap Club Assistant -Casual

Honeybourne Primary School



Black Pear Trust

About Black Pear Trust

Welcome to the Black Pear Trust, rooted in the heart of Worcestershire. We are a dynamic and forward-thinking multi-academy trust where collaboration and innovation thrive. Since our establishment in 2014, we have been on a mission to transform education by fostering inclusive, high-quality learning environments where every child can excel.

Guided by our inspiring vision, "In unity; we broaden horizons, raise aspirations and impact generations," we work alongside a vibrant community of schools, educators, parents, and partners to create exciting opportunities for students. From nurturing curiosity to driving ambition, we ensure that every learner is empowered to reach their full potential.

With our growing family of schools, we cater for children age 2 - 18, each sharing a passion for excellence. We are shaping a brighter future for generations to come—right here in Worcestershire. Together, we're not just educating; we're inspiring!

Our Schools



Emma Pritchard Trust CEO

Miss Pritchards vast experience as a teacher and headteacher allows a fully child led trust strategy across all 8 schools.



Rachel Evans-Cook School Headteacher

Mrs. Evans-Cook guides Honeybourne School with both compassion and creativity, inspiring all students and colleagues to thrive.



Our Culture

At Black Pear Trust, we believe that care and compassion are the cornerstones of our educational culture. We are dedicated to nurturing not only the children in our schools but also our colleagues, fostering a supportive environment where everyone thrives. Our commitment to wellbeing extends beyond the classroom, creating a community where every individual feels valued and empowered. We pride ourselves on our authenticity and diversity. Bringing the spirit of the communities we serve into our schools to enrich every aspect of the educational journey.

Together, we build a brighter future for our children and a supportive workplace for our colleagues. The Black Pear Trust is where care meets excellence – we look forward to working with you!



Our School

'Turning Potential Into Success'

Our school motto is 'turning potential into success' and through a broad, balanced and varied curriculum, we aim to build pupils' self-esteem and confidence, broaden their experiences and nurture and challenge their skills. This supports every child to become happy, independent learners, keen to discover more about their world. Excellent activities enrich the curriculum within and beyond the school day.

Our Staff

Our staff are dedicated to children's education and have high expectations for all; we take pride in knowing each and every child as an individual. We believe in inspiring children to achieve well in all that they do and in nurturing their talents. It is the key in developing resilience and building their confidence which will enable them to develop and flourish.

Our Classes

Within this website you will find all the information you will need about our school. Please check regularly as information is updated frequently. Each class has its own page as a way to keep parents up to date with their child's learning and curriculum coverage for the weeks ahead. Our curriculum section provides a wealth of information including subject unit overviews, progression routes and information about how we teach across the range of subjects on offer.

Working Together

We hold a number of events each year, providing opportunities to meet with our parents and discuss the building of a successful partnership. I am looking forward to working with you all to continue to build a school with excellent and innovative teaching and learning, and to provide our children with every opportunity to turn potential into success.



Our Vision & Values

Our mission is to grow excellent learning communities together.

In order to achieve it we are guided by our overarching Trust vision:

In unity; we broaden horizons, raise aspirations and impact generations.



As a Trust we have 4 core values:

- Pride
- Excellence
- Achievement
- Respect

Which for our children translate to

- Proud to be me
- Enjoy Learning
- Achieve Success
- Respect for the World

Application Process

Please thoroughly read this information pack including the job description. If you think you would be a great fit for Black Pear Trust, complete your application via MyNewTerm.

We shortlist our applicants using a standard matrix for clarity and equity. The top candidates will be invited to interview. Please monitor your emails as all communication will be via MyNewTerm,

Successful candidates will receive a conditional offer of employment pending receipt of positive references, successful Right to Work checks and return of an acceptable DBS check and Child Barred List Check. Once all pre-employment checks have been completed and are compliant with our Safeguarding Policy, you will then receive an Employment Contract via email for signature.

At Black Pear Trust, we place paramount importance on safeguarding the children in our care. For further information on our safeguarding policy including Right to Work and DBS/Barred list checks, please contact HR@blackpeartrust.org.

Post title: Wrap club assistant
School: Honeybourne
Pay range: SCP 3
Line manager: Headteacher
Contract: Casual

Job Purpose

Acting as part of a team, to take care and supervision of all children attending the after school/wraparound provision, ensuring their safety, welfare, good conduct and engagement in a range of activities at the end of the school day.

Principal Accountabilities

To maintain the safety, welfare and good conduct of the pupils during the breakfast club period

Take responsibility for promoting and safeguarding the welfare of children and young people within the school. To ensure current practices and procedures are followed by maintaining up to date training, including reading statutory government documents.

Duties

To welcome children to the club and ensure they are safely registered and dismissed to their parents/carers.

To supervise children during snack time, assisting with preparation of simple snacks where appropriate.

To assist children where needed during snack time, and ensure safe and hygienic use of equipment and spaces.

To clear tables when snacks are finished and clean up any associated spillages.

To supervise children during indoor and outdoor play, ensuring safe, purposeful and enjoyable activity.

To lead or support structured games and activities where necessary and appropriate.

To administer basic first aid as required.

To keep daily records of first aid administered, behaviour incidents, and any sanctions or concerns, together with any other relevant records that may be needed.

To provide pastoral care, guidance and routine advice to pupils as appropriate.

To enforce necessary sanctions to maintain good order in line with school behaviour policies.

To alert the Headteacher or designated safeguarding lead of any concerns regarding an individual child or group of children.

General

To attend relevant training and meetings as required.

To respect confidentiality at all times.

To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.

To understand and apply school policies in relation to health, safety, welfare and behaviour of pupils.

To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policies.

To follow the school's safeguarding procedures and policies at all times and keep training up to date.

The duties above are neither exclusive nor exhaustive and the postholder may be required to carry out additional duties within the context of the job, skills and grade.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade. The trust reserves the right to update this job description in line with business needs.

Key Dates

24 MARCH

27 MARCH

13 APRIL

Vacancy
Closing Date

Interview
Date

Start Date

Benefits

At Black Pear Trust we offer a wide range of benefits to support our colleagues including:

- Access to a nationally recognised suite of online learning;
- Apprenticeships;
- Free Parking;
- Employee Assistance Programme;
- Access to Nationally Recognised Discounts (Blue Light Card *£5 payable per 24 months)
- Secondments;
- Access to a supportive network and training days across all sites;
- In house HR and Finance advice;
- Local Government pension Scheme.

However, the biggest benefit of being part of Black Pear Trust is the real life impact we make to the children in our schools and the wider community. Our team know they are part of something bigger and feel this every day, Our work is truly rewarding,

Contact



01905 701120



hr@blackpeartrust.org



www.blackpeartrust.org