



## **Wrap Around Care Assistant Cauldwell School**



## HEART Vision and Values



### Our Motto:

We value the dreams and aspirations of everyone in our community.

### Our Vision:

Our vision is to create a family of academies who are at the heart of their community delivering exceptional education and improving life chances for all through challenge and support.

### Our Values:

**H**igh **E**xpectations **A**chievement **R**espect **T**rust

### Our Motivators:

**Driven** - The passion to get better and better at something that matters. Our high expectations and aspirations for all the children and young people within the Trust's schools means we offer education that enables every child to excel and to develop the knowledge and confidence to do whatever they choose later in life.

**Community Minded** - The will to do what we do in the service of something bigger than ourselves. As a community we are helping to shape a group of academies to become outstanding schools which benefit Bedford and the surrounding areas for generations to come.

**Aspirational** - The commitment to improve life chances. HEART Academies Trust is determined that every child within its schools is challenged to reach their potential in a culture of enjoyment and opportunity where no one is left behind.

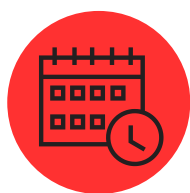
### Equal Opportunities

HEART Academies Trust is an equal opportunities employer and therefore operates no restrictive policies in relation to age, sex or creed. It is the wish of the Trust's Governors to appoint the most suitable candidate from all of the candidates offering themselves for appointment.

### Safer Recruitment

HEART Academies Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all trustees, staff and volunteers to share this commitment. All successful candidates will be subject to an Enhanced Criminal Record Disclosure from the Disclosure and Barring Service along with other relevant employment checks, including overseas criminal background checks, where applicable. All new trustees, employees and volunteers will be required to undertake safeguarding training as part of the induction, which will be regularly updated in line with statutory guidance. Please view our safeguarding policies [here](#).

As part of HEART Academies Trust, staff are valued and supported, allowing them to contribute fully to the wider school community. Our commitment to staff development and wellbeing is paramount.



Paid wellbeing day  
per year



Free gym and  
shower access



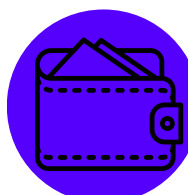
CPD pathways



£200 refer a friend  
scheme



Employee assist  
programme



Generous  
pension



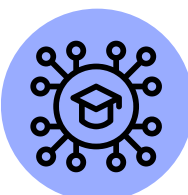
Cycle to Work  
Scheme



Free tea, coffee  
and breakfast



A commitment to  
environmental  
sustainability



An exceptional  
ECT Induction  
Programme



Secondment and  
shadowing  
opportunities



Free flu jabs,  
physiotherapy  
and eye tests



Regular training and  
development  
programmes



Flexible working  
options



Individual laptops  
for teaching staff



Free car parking



## About Cauldwell School



Founded in 1996, Cauldwell Primary is a growing and ambitious school. Our Head Teacher, Mrs Apps, has been at the school since 1998 and has carefully embedded a clear ethos based around aspiration and overcoming barriers to achievement.

We serve 420 students between the ages of 4 and 11, since changing to a primary in 2014. We are now an academy, part of HEART Academies Trust. We are a non-selective school and our pupils come from a wide range of social backgrounds, cultures and abilities.

Our vision states that we are committed to Achievement for All, and it cannot be overstated how important that is. Whether they are staff, parents or pupils everyone matters and we take every measure possible to ensure they are valued and supported.

At Cauldwell every child really does matter and we use every resource available to identify and meet the needs of our learners. The wellbeing and safeguarding of each child is of paramount importance to all our staff.

Our curriculum is local, and tailor-made for the community we serve, but it also fully incorporates the National Curriculum. Our intent is that the experience of education must be exciting, irresistible and memorable while ensuring every child achieves their very best.

Parental engagement is a strong focus. At Cauldwell we place great importance on the partnership of home and school in the education of our young children. We believe that by working with parents we can bring the best out in our children. We run a community hub on site where we encourage families to engage in a wide range of activities, from ESOL classes and parenting to craft and family learning.

The school boasts spacious playing fields and an all-weather pitch. The quad, is an enclosed area of garden within the school, where the children learn about the environment and sustainability.

Our last Ofsted inspection took place in November 2021, where we were graded good in every area. Please read our full Ofsted report [here](#).



Judith Apps  
Head teacher  
[japps@cauldwell.org.uk](mailto:japps@cauldwell.org.uk)

## **Job Description**

### **Wrap Around Care Assistant**

#### **Specific Responsibilities:**

- Ensuring the room is clean and tidy before and after the session.
- Admitting and welcoming children – registering them accurately, ensuring a booking has been made.
- Providing breakfast / tea and ensuring that hygiene, health and safety standards are met.
- Ensure that the food provided adheres to our food policy
- Encourage healthy eating to the children attending.
- Administering first aid when necessary. Reporting any incidents in the First Aid book.
- Ordering food from the kitchen and collecting within agreed parameters. Storing food safely in line with hygiene training.
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment, logging any concerns on EVERY.
- Supervising the children at Breakfast Club and seeing that they get to lessons safely at the end of the session.
- Supervising the children at After School Club and seeing that they are released to parents or nominated personnel safely at the end of the session.
- Updating staff to any concerns which may have occurred or relayed from parents, during handover.
- Setting up activities for the children to be engaged with, following a recommended activity timetable.
- Engage with the children through activities.
- Adhering to the school policies, including the behaviour policy
- Reporting safeguarding concerns using CPOMS.
- Informing the Wrap around care manager of any concerns, via email.
- Contacting parents as required and recording conversations on Bromcom or CPOMS

#### **Common Roles of All Trust Members:**

##### **Leadership: Vision and Values**

- Assist in translating the vision of the Trust and Academy into agreed objectives and operational plans relevant for your role.
- To ensure equal opportunities for all.
- To be committed to safeguarding and to promoting the welfare of all young people. Work with the Headteacher to develop an 'open culture' in discussing abuse and safeguarding.
- Assist the Headteacher to develop a culture and environment in which young people thrive and to drive innovation.
- To drive up educational standards, promote life-long learning and continually improve outcomes for all.
- Contribute to an ethos in the Academy where well-being and respect are at the heart of the Academy and each student is valued and nurtured to develop personally and educationally.

##### **Leading and Managing Others and Self**

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets and take responsibility for own development.
- Actively engage in the performance review process.
- Work within the Trust's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to Trust and Academy policies and procedures.

## Person Specification Wrap Around Care Assistant

	Essential	Desirable
Knowledge and Experience	<ul style="list-style-type: none"> <li>• G.C.S.E. (or equivalent) Maths and English</li> <li>• Proven literacy and numeracy skills</li> <li>• Basic appreciation of Health &amp; Safety risks in a school environment</li> <li>• Ability to communicate well</li> <li>• Willing to undertake training in Food Hygiene</li> <li>• Willing to undertake training in First Aid</li> <li>• Willing to undertake an Enhanced DBS.</li> <li>• Previous experience of working with children/pupils</li> </ul>	<ul style="list-style-type: none"> <li>• Food Hygiene certificate</li> <li>• First Aid certificate</li> <li>• Previous experience of working in a breakfast and after school club</li> <li>• Previous experience of working with children with specific needs</li> </ul>
Skills and Attributes	<ul style="list-style-type: none"> <li>• Good level of attendance and punctuality.</li> <li>• Acts professionally at all times.</li> <li>• Treats all individuals fairly and with respect.</li> <li>• Deals promptly, courteously and effectively with pupils/parents/colleagues.</li> <li>• Treats all pupils/parents/colleagues with sensitivity, dignity and respect.</li> <li>• Gives pupils/parents/colleagues a positive impression of self and the school.</li> <li>• Communicates clearly and effectively with pupils and colleagues, orally and/or in writing.</li> <li>• Responds positively to feedback.</li> <li>• Responds positively to change/potential change.</li> <li>• Is prepared to change work practices when needed and work flexibly.</li> <li>• Acts on performance feedback.</li> <li>• Technical/professional knowledge and skills maintained at an appropriate level.</li> </ul>	<p>Is aware of legislation and policy concerning discrimination, diversity and inclusion.</p>