



# Job description: Wrap around care support

Holy Trinity Church of England Primary School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Hours:** Breakfast club (hours) and/ or After school club (hours)

**Contract type:** Zero hours permanent contract (term time only)

**Reporting to:** Wrap Around Care Lead

## Main purpose

Manage the day-to-day running of the wrap around provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

## Duties and responsibilities

### Planning and delivering activities

- Plan and deliver age-appropriate activities and experiences to support pupils' development
- Offer educational instruction where needed to help pupils to share equipment
- Supervise pupils during activities and help to resolve issues between pupils
- Monitor pupils that aren't engaging in play and feedback any concerns to class teachers

### Health and safety

- Observe pupils and the environment and act to minimise any identified health and safety risks
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to a senior member of staff
- Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- Co-ordinate and offer support with setting up and putting away all equipment safely
- Make sure all policies are up to date and implemented consistently by all staff

### Behaviour

- Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities
- To manage instances of inappropriate behavior, in line with the school's behaviour policy

## Working with others

- › Work collaboratively with others to deliver a high-quality extended provision of wrap around care
- › Work with external agencies as appropriate
- › Encourage parental involvement and attendance to the club by promoting it in external communications (e.g. newsletters) and events (e.g. open days)

## Safeguarding

- › Keep accurate records of pupils attending the extended provision, including medical/ dietary needs and emergency contact details
- › Keep accurate attendance records and report non-attendance in line with school procedures (CPOMs)
- › Be responsible for pupils until the school day starts / a parent/ carer arrives for collection, making efforts to contact the parent/ carer in the case of lateness
- › Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

## Other areas of responsibility

- › Read and follow the relevant school policies
- › Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

Holy Trinity Church of England Primary School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff, and volunteers, to share the same commitment. Appointment to this position is conditional, subject to an enhanced DBS check and other relevant safer recruitment checks.

**Application deadline: Friday 25<sup>th</sup> November 2022**

**Interviews: week beginning 28<sup>th</sup> November 2022**

**Start date for successful applicants: 1<sup>st</sup> January 2023 (subject to safer recruitment checks)**

To apply for this role, please completed a GCC application pack (available on the school's vacancies webpage or from the school office) and submit this to the school office in person or electronically ([admin@holytrinity.gloucs.sch.uk](mailto:admin@holytrinity.gloucs.sch.uk)) before the closing date.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• Food handling qualification</li> <li>• Safeguarding training (level 1 or equivalent)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Planning activities to engage pupils and support development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and act accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Commitment to upholding and promoting the Christian ethos and values of the school</li> <li>• Commitment to maintaining appropriate confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> <li>• A sense of humor, love of children and flexible approach</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

If you don't have all of the experience listed above but are interested in applying, contact Kurt Doyle – Acting Headteacher.

**Last review date:** 10/11/2022

**Next review date:** 10/11/2024

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_