



Wraparound Care Manager Application Pack



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Letter from Catherine Paine, Chief Executive Officer

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Catherine Paine

CEO



Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the 'possible' in people as well as the 'actual'. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing



contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don't make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. [You can learn more about REAch2 at our website: www.reach2.org](http://www.reach2.org)

The role

Post:	Wraparound Care Manager
School/Location:	The Robert Fitzroy Academy, Croydon CR0 6JN
Start Date:	1 st September 2024
Salary:	Grade 7 SP 18–20 £32925 - £33957. This is the FTE salary for someone working all year round.
Contract Type:	Permanent, 36 hours per week – Term time only (to include inset days)

Who are we?

The Robert Fitzroy Academy is a three-form entry primary school in Croydon situated in the heart of the local community. We are part of a family of schools within the REACH2 Academy Trust. We are an Ofsted rated 'Good School' with three previous 'Good' inspections since our opening in 2012. The Academy's main aim is to provide exceptional learning experiences for its pupils and we wish to recruit staff that are committed to providing an inclusive, stimulating environment which encourages children to become confident, happy learners. Our fundamental belief is the whole child is the whole point.

Our Wraparound Care Provision (POSH)

Our wraparound care provision is extremely popular with a long waiting list. Our provision currently has approximately 120 children attending on most days. We provide an active, healthy and fun start and finish to the school day for our young people whilst helping them develop friendships, confidence and social skills.

We are committed to outstanding quality. If you have the passion, commitment, energy and motivation to make a difference to our young people we would like to hear from you.

What are we looking for?

We are looking for an outstanding and highly motivated individual to lead our thriving extended school's provision. We are looking in particular for individuals who can enhance our provision and who are committed to making the school experience engaging, enjoyable and meaningful for primary age children.

As the Wrap Around Care Manager, you will provide guidance and lead the extended provision team. You will ensure the team work closely with the children, whilst ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to take part in, meet and greet parents and provide them with feedback on their child's time at the club.

In particular, successful applicants should have:

- At least 2 years' experience of working in a management capacity.
- Have leadership qualities and the ability to motivate staff
- Have an understanding of child development and learning
- Have excellent organisational and administrative skills and be able to carry out administrative duties in line with the provisions procedures
- Be able to develop a planned programme of activities varying these to suite the age and needs of the children
- An understanding of children with SEN needs
- Have experience of working in an education setting and a relevant Level 3 qualification in play work/childcare
- Recognise that the quality of the extended services provision has an impact on learning and the pupil's attitude to school
- A current food hygiene certificate (desirable)
- Paediatric first aid qualification (desirable)
- Knowledge of child safeguarding procedures

You should:

- Be able to communicate professionally with a range of stakeholders
- Have excellent numeracy and literacy skills
- Have the ability to build effective relationships with students, parents and other staff

- The ability to relate in a firm and friendly way with a wide range of personalities
- The ability to use initiative
- Be willing to undertake direction and guidance
- Have a good understanding of behaviour management strategies
- Be able to work as part of a team

Find out more

[Our website](#) is full of information about our school. We also have a very lively social media culture at the school which we would expect you to contribute to if you join us. You can see all our social media in one place on the Latest News tab on our website.

The application

You are invited to submit an application form to **Debbie Tapson, Office Coordinator** via [MyNewTerm](#)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact **Debbie Tapson, Office Coordinator** via school office by calling 020 8662 9700

The application process and timetable

Application deadline:	Monday 1 st July 2024 at 12pm (Midday)
School visits:	By appointment only
Interviews:	To be confirmed
Contract details:	36 hours per week Monday to Friday. 39 weeks per year to include 5 INSET days
Salary:	Grade 7 SP 18–20 FTE £32925 - £33957
Start date:	1 st September 2024

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post: Wraparound Care Manager
Responsible to: Office Coordinator / Headteacher

Core Purpose

Under the indirect supervision of senior staff, you will supervise the team responsible for the provision of a stimulating and seamless service of education and care which meets the learning and development needs of each child and fulfils Ofsted requirements.

Leadership and Management

- To manage and lead a team of before and after school staff within a friendly and supportive atmosphere.
- Organise a clear rota for each day so each before / after school club staff member knows where they are and what their responsibilities entail on each day
- To contribute to, and support the team when planning, implementing, facilitating and evaluating activities
- To attend, participate and lead meetings & training sessions either during normal working hours or at other reasonable times as required such as Inset Days
- To undertake appropriate training/staff development and ensure other staff are adequately trained as required
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Be an active part of the provision.
- To ensure that all staff, children and families are treated in a fair and equitable manner in accordance with the Equal Opportunities Policy;
- To undertake any other duties as appropriate and as directed
- Work in partnership with the Breakfast Club / After School Club to support transition between each club.

Organisation and Communication

- To liaise and maintain good communication with the school office staff to ensure the smooth running of the clubs
- To ensure that cover is in place if staff members are absent, ensure appropriate staff ratios are maintained at all times and liaise with the Office Coordinator about staff absences in a timely manner
- To effectively liaise with school office staff to carry out day to day administration, record keeping, ordering and purchasing materials and equipment
- To ensure records are properly maintained e.g. register, policies, accident and incident book
- Liaise with the Office Coordinator regarding ordering resources
- To demonstrate an ability to work and communicate effectively with other team members, children, parents & carers;
- Liaise with kitchen staff to provide nutritional snacks and promote healthy eating
- Maintaining working relationships with all other site users

Education and Care of Children

- Contribute to the development of a seamless service for children where education and care are part of the daily experiences for all children.
- To provide full care for the children including maintaining a register of children attending the club, following up any unexpected absences and the safe delivery to parents and/or named carers at the end of each session
- To liaise with parents/carers, informing them about the club and its activities, exchanging information about the children and encouraging parental involvement
- Develop and implement quality care and education
- To plan, implement and evaluate a range of stimulating activities, indoor and outdoor, relevant to the age, stage and needs of the children in attendance (including creating a timetable of daily activities to ensure a variety of activities that are age appropriate)
- Provide opportunities for children to continue learning outside the classroom using school facilities
- To ensure children are consulted and involved in shaping the Clubs' activities
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.

Health and Safety

- To ensure that the after-school provision is a safe environment for children, that equipment is safe, standards of hygiene are high, safety procedures are implemented at all times and fire drills/evacuation procedures are carried out effectively
- To provide safe, creative, appropriate play opportunities
- Support staff in applying behaviour management strategies and techniques to manage behaviour constructively
- To ensure a clean, tidy environment and packing away tables and equipment at the end of the day
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be trained and ready at all times for emergency situations

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification

	Essential	Desirable
Right to work in the UK	*	
Enhanced DBS check	*	
Qualification		
Excellent numeracy/literacy skills	*	
NVQ Level 3 for Teaching Assistant (or recognised equivalent qualification).	*	
Level 2 Food Hygiene		*
Paediatric First Aid		*
Evidence of continuing professional development in childcare, play and out of schools services	*	
Have good ICT skills	*	
Experience		
Relevant experience of working in a child-centred environment.	*	
Experience of supervising people	*	
Experience with planning and resourcing activities	*	
Knowledge/Skills		
Full working knowledge of relevant policies/codes of practice.	*	
Understanding of principles of child development and learning processes.	*	
Have experience of, or demonstrate the ability to manage a team including the monitoring, evaluation and prioritisation of others work.	*	
Well-developed interpersonal skills to be able to relate well to a wide range of people.	*	
Good organising, planning and prioritising skills.	*	
Organised with a good attention to detail.	*	
Ability to lead a small team and work as part of a multi-disciplinary team	*	
Understanding of Health and Safety and food hygiene legislation.		*
Ability to work in partnership with parents, teachers, health, other childcare providers, youth, social care, community professionals and organisations.	*	

Ability to work flexibly and have an open and flexible attitude.	*	
Good communication skills – written and oral – and the ability to communicate with diverse audiences.	*	
Ability to create an inspirational and stimulating child centred play and care environment.	*	
Knowledge of First Aid (willing and able to administer First Aid for minor injuries) – Training can be provided		*
Experience		
Builds personal relationships with stakeholders, through regular contact and consultation.	*	
Coaches and empowers team members to take responsibility for ensuring care to key stakeholders.		*
Accepts support	*	
Identifies potential issues and quickly implements change.	*	
Identifies and promotes best practice and encourage the sharing of ideas.	*	
Proactively seek opportunities to increase job knowledge	*	
Proactive with the ability to work using own initiative	*	
Works with others to resolve differences of opinion and resolve conflict.	*	
Takes quick and effective action	*	
Takes responsibility for own and team actions.	*	
Demonstrates focused implementation of role and responsibilities.	*	
Builds strong team ethos where everyone feels valued.	*	
Provides timely, sensitive and honest feedback on performance.	*	
Professional, friendly and approachable	*	