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| JOB DESCRIPTION **Wrap Around Care Lead** | | | |
| **PLACE OF WORK:**  **Alderman Cogan’s Church of England Primary Academy** | | | **CURRENT GRADE: Salary point 11- 15 currently £27,269 - £29,093 pro rata** |
| **REPORTS TO:**  1. School Business Partner  2. Headteacher | | |  |
| **1.** | **MAIN PURPOSE OF JOB**  The post holder will be responsible for ensuring that the academy provides high quality play provision within a positive, safe and happy environment and in line with the academy’s operational plan. | | |
| **2.** | **KEY TASKS** | | |
|  |  | Manage the provision, report to the School Management Team and liaise with the Head teacher in line with the requirements set out on the Ofsted Standards and within an agreed system of supervision to provide high quality childcare and a suitable programme of activities for children within a positive, safe and happy environment | |
|  |  | Use own knowledge and expertise to assess and evaluate children’s needs and leads the delivery of activities and care by the application of specific skills, knowledge and experience with and of children | |
|  |  | Participate as required in the school’s performance management and supervision systems and take part in appropriate training and development activities that are essential to the role | |
|  |  | Take responsibility for planning sessions both in the long and short term. Evaluate and adjust work plans as appropriate to meet children’s intellectual, physical, social, communication, emotional and play needs | |
|  |  | Ensure the club is appropriately resourced, including the provision of healthy refreshments (food and drinks), working within an agreed budget | |
|  |  | Work under the guidance of the School Business Partner within an agreed system of supervision to complete and maintain all relevant documents e.g. daily register, diary, bookings, enquiries, accident & incident records, session plans, child/family information, fees, petty cash claims, risk assessments, evacuation drills etc. | |
|  |  | Take responsibility for preparing the room and resources for the planned activity and care programme to take place. Ensure the hygienic preparation of refreshments and the safe condition of equipment | |
|  |  | Implement all Ebor policies and procedures, in particular: Health, Safety and Security Policies, Child Protection Policy, Anti-Bullying Policy, Behaviour Management Policy, Inclusion Policy, Equality Policies and Confidentiality and Data Protection Policies. | |
|  |  | Ensure activities positively reflect cultural diversity, promote community cohesion and equality of opportunity and that they are fully inclusive | |
|  |  | Make appropriate use of ICT and adhere to policies relating to it, within their work in line with the school’s systems of working | |
|  |  | Contribute to the overall ethos, work and aims of the school and demonstrate a high level of professionalism | |
|  |  | Assist with the promotion of the after school club and breakfast club in the local area | |
|  |  | Ensure the club adheres to legislative requirements and national standards in accordance with the Children Act | |
|  |  | Be responsible for maximising the take up of places. | |
|  |  | Ensure accurate attendance records are taken, maintained and kept for the required period Be responsible for maximising the take up of places. | |
|  |  | Ensure staff and children adhere to the school’s behaviour and restorative practice policy | |
|  |  | Ensure correct documentation is displayed to parents. Maintain noticeboards to the correct standard. | |
|  |  | To provide a nurturing, safe, engaging and purposeful environment for all children and staff in liaison with the LA out of school support advisor and SLT | |
|  |  | Ensure all club policies are accurate, up to date, implemented, and complied with | |
|  |  | Comply with all Academy and Trust policies and procedures. | |
|  |  | To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Trust’s appraisal process. | |
|  |  | Any other reasonable duties commensurate with the level of the post. | |
| **3.** | **SUPERVISION / MANAGEMENT OF PEOPLE**  To manage and lead a small team of workers:   * Providing induction for new staff members; * Providing supervision for staff on a day to day basis; * Ensure appropriate cover is in place at all times * Ensure a rota is available for all staff in advance * To cover for staff illness themselves * Facilitating regular staff meetings; * Ensure all staff have clear objectives on a daily and longer term basis * Ensure all staff have clear accountabilities and responsibilities for each shift * Setting and implementing staff rotas in line with Children Act requirements; * Identifying training and development needs, and ensuring these are met; * Implementation of the staff handbook. * Ensure all staff have had the appropriate up to date training | | |
| **4.** | **MAIN CONTACTS AND RELATIONSHIPS**  **Internal**: Share information with school staff when appropriate. Enable children’s access to the activity and care programme and meet personal and social needs daily. Take part in team or whole school meetings as required. Contributes to the professional development of colleagues. Works in collaboration with other support staff.  Liaise regularly with the SLT team  Liaise regularly with the School Business Partner regarding the administrative processes  **External**: Be responsive to requests from other professionals. Provide information for OFSTED and complete any action plans in response to inspection recommendations. | | |
| **5.** | **SPECIFIC AREAS OF RESPONSIBILITY** Work demands  * Need to plan activities through consultation with children. * Acknowledge continuity of care remains paramount.   **Physical demands**   * Will involve both sitting with children and periods of physical activity, involving bending, crouching, lifting, walking and running. May also be required to meet children’s personal care needs, undertake physical interventions with children, move children with physical disabilities etc., following approved procedures. * Will involve some moving of play equipment.  Working conditions  * Work takes place in play environment and will include outside activities e.g. supervision of playground and sports field activities in all weather conditions as required.   **Work context**   * May need to resolve situations where conflict can arise. * Risk of injury from moving and handling children with physical disabilities and from caring for and working with small children. * Risk of exposure to bodily fluids when assisting children with their personal hygiene. * Risk of infection when dealing with unwell children.  Resources Manager has responsibility for:   * A delegated budget to be agreed annually After School Club equipment. * A range of large and small play equipment and IT resources.   **EYFS**   * To create strong links with the EYS team, to share development information from observations, to continuously share and update ages and stages development and work together to make sure children reach their full potential * To keep EYFS training and knowledge up to date through CPD * To ensure staff have training and the understanding of the EYFS to fulfil their key worker role effectively   **EYFS CONTACTS & RELATIONSHIPS**   * To attend regular network meetings to be informed of updated OFSTED requirements and current legislation * Share relevant information from meetings, training courses and any other resources   Attending meetings will be required outside of normal working hours and travel to various venues. DECISIONS – discretion and consequences  * Comply with OFSTED Standard’s at all times and take action to ensure children’s welfare remains paramount at all times. * Be responsible for the health and safety of all children and adults during the club sessions. * Ensure planned activities are tailored to meet children’s individual needs. * Personally respond to accidents/incidents requiring immediate attention in line with OFSTED requirements. * Deal with complaints in accordance Ofsted requirements. * Ensure children have positive attitudes to their own behaviour   **CREATIVITY & INNOVATION**   * Deliver a high level of customer service. * Build and maintain positive and professional relationships with parents. * Monitor and be responsive to children’s learning and behaviour at all times, making adjustments to supervised activities as necessary. * Monitor and be responsive to children’s personal needs and communication. * Communicate information effectively to teachers, other professionals, including Ofsted, social services and parents whenever the need arises. * Keep abreast of the current play agenda, locally, regionally and nationally. | | |
| PERSON SPECIFICATION **Wrap Around Care Manager** | | | |
| **6.** | **KNOWLEDGE AND QUALIFICATIONS**    **Essential, i.e. the post holder must have:**   * Level 3 childcare related qualification * Knowledge of child development and Play work * Good standard of general education * Knowledge of the Children Act. * Knowledge of inclusion and equality issues * Good understanding of the Ofsted Standards * In depth knowledge, understanding and skills in relation to the care and learning of children in an after school club setting   **Desirable, i.e. the post holder would ideally have:**   * ICT capability * First Aid and Food Hygiene | | |
| **7.** | **EXPERIENCE**  **Essential, i.e. the post holder must have:**   * Demonstrable experience working in a related role. | | |
| **8.** | **SKILLS AND PERSONAL QUALITIES**  **Essential, i.e. the post holder must have:**   * Team leader skills * Time management and organisational skills * Commitment to customer care and service * Ability to provide a safe and secure environment   **Desirable, i.e. the post holder would ideally have:**   * Excellent communication, interpersonal and initiative skills | | |