

Archbishop Benson Primary School
Fun & Learning, Hand in Hand
Wraparound Care Leader job description - updated July 2020



www.abulhandinhand.com 104023823

Job Title:	Wraparound Care Leader
Salary Range:	£10.37 Per hour (Dependant on skills and experience)
Hours:	3.15 – 6.15 p.m. daily term time 8.00 a.m. – 5.00 p.m. holiday club provision – (11 weeks per year during school holidays – excluding Xmas fortnight)
Base:	School Hall
Responsible to:	Senior leaders/ Finance Team
Direct Supervisory Responsibility for:	Wraparound Care Assistants
Important Functional Relationships: Internal/External	Teachers, pupils, support staff, parents

Main Purpose of Job:

- To manage the daily running of ABB Wraparound Club for children aged 4-11 years and to manage holiday provision.
- To maintain a safe and stimulating environment for play and relaxation and to develop opportunities to encourage children's social, emotional and physical development.
- To manage the club's staff team and to support them in their role
- To maintain high standards of safeguarding standards at all times.
- To undertake administrative duties pertinent to the role.

Main Duties and Responsibilities:

- To be proactive in engaging with the school's vision, direction and improvement priorities.
- Planning, preparation and delivery of a safe and stimulating environment which meets the needs of individual children, including the maintenance of a daily register.
- Planning, preparation and delivery of a rich and varied activity schedule to provide a range of opportunities and experiences to encourage children's social, emotional, physical and creative development.
- To advertise/distribute Wraparound information to the local community to ensure viability and positive visibility of the club and school's ethos.
- To promote the club using social media to share events and activities within the scope of school policies and parental permissions.
- To work face to face with the children and families who attend the club and to use empathy and understanding at all times.
- To plan, prepare and serve appropriate snacks in the morning and afternoon sessions, being fully aware of dietary requirements and food hygiene standards.
- To maintain high levels of health and safety ensuring all relevant policies, to include the updating of risk assessments for all club activities.
- To manage other staff members to ensure they are fully meeting their roles and responsibilities and to report any issues to the SLT.
- To attend staff meetings and school-based INSET as required
- To engage in effective communication with teaching staff, including being in school on time to prepare for the day ahead before the working day begins and before leaving at the end of the session/day
- To establish supportive relationships with the pupils to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To supervise individual children or groups of children.
- To engage with monitoring by SLT/senior leaders.

- To assist in preparing, using and maintaining relevant resources, including cleaning up rooms/ areas after activities.
- To be responsible for monitoring the use of and maintaining an up-to-date inventory of all classroom materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required
- To administer basic first aid and assist in the dispensing of medically prescribed controlled drug in line with school procedures if trained
- To support the Admin Team in carrying out administrative tasks associated with all of the above duties including checking registers, organising sufficient staffing, using an online booking and payment system.
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.

General/Other:

- To demonstrate consistently high standards of personal and professional conduct.
- To uphold public trust in the role and maintain high standards of ethics and behaviour, within and outside school, by:
 - treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position
 - having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions
 - showing tolerance of and respect for the rights of others
 - not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
 - ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
- To have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards in your own presentation, dress, attendance and punctuality.
- To ensure that pupils needs are always prioritised and to have a clear sight of how the role impacts on the school's pupils at all times
- To act as a professional team member and provide support and cover for other staff where needs arise
- To contribute towards the ethos of the school and be a supportive and proactive member of staff
- To demonstrate flexibility within the working day & within working practices
- To exercise discretion when handling school data & information and to ensure the confidentiality of all sensitive information including within discussions with colleagues and with the families of pupils
- To be responsible for your own continuing self-development and attend meetings as appropriate
- To be responsible for engaging with the school's communication systems and remaining abreast of changes & developments
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To undertake any other duties as commensurate within the grade in order to ensure the smooth running of the school as required by the HT/DHT/AHT/Phase Group leader/Inclusion Lead

General Expectations for support staff:

The duties may be varied to meet changed circumstances in a manner compatible with the post held, at the reasonable direction of the Head teacher, Deputy Headteacher or Assistant Headteacher . This job description does not form part of the contract of employment. It describes the way in which the member of staff is expected and required to perform and complete the particular duties as set out above.

Health & Wellbeing

Archbishop Benson School is committed to being a mindful organisation that actively values the health & wellbeing of everyone in the school. We strive to make it so. We recognise that every individual has a right to:

- Mental, emotional, social and physical wellbeing
- Experience personal achievement

Archbishop Benson School is dedicated to ensuring these rights are delivered. As employers, we recognise that employee engagement is critical in ensuring that health and wellbeing provision is meaningful and successful. We are all responsible for creating an organisation that promotes health and wellbeing strategies.

Health & Wellbeing strategies are opportunities to advance our workforce to a distinctive level. Inspirational learning environments can be created with a motivated, valued and dynamic workforce.

Health & Wellbeing is core to a first class workforce where the pupils will be rewarded with outstanding outcomes.

A meaningful and successful Health & Wellbeing provision involves the engagement of all employees, therefore it is the aim of Archbishop Benson School that each individual will:

- Promote healthy life style choices during the school day
- Be a positive role model
- Be responsible for actively seeking support if it is needed, professionally or personally
- Participate in personal and professional development opportunities, strategies and training

<p align="center">ARCHBISHOP BENSON CE PRIMARY SCHOOL WRAPAROUND CARE LEADER JOB DESCRIPTION STAFF DECLARATION FORM</p>
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I hereby confirm that I have read and understood the job description and that I will abide by the duties and responsibilities outlined in this document.

SIGNED: _____

PRINT: _____

DATE: _____