



JOB DESCRIPTION

POSITION:	Wrap Around Care Leader
REPORTS TO:	Headteacher
PAYSCALE:	NJC range points 5 - 6 based on skillset and experience
CONTRACT:	Temporary
LOCATION:	Clee Hill Community Academy

PURPOSE OF THE JOB

To lead and manage the school's wrap-around care provision, ensuring a safe, nurturing, and engaging environment for children outside of normal school hours. The Wrap Around Care Leader will be responsible for planning activities, supervising staff, maintaining high safeguarding standards and building strong relationships with pupils, families and the wider school community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

Teaching and learning

- Lead and oversee daily wrap-around care operations (breakfast club, after-school club) providing appropriate activities which meet the needs and interests of children attending the club.
- Supervise, support, and deploy staff effectively to ensure high-quality provision. To be line manager, appraiser and mentor to Wrap Around Club Assistants.
- Organise rotas, allocate tasks, and ensure appropriate staff-to-child ratios.
- Maintain accurate attendance, registers, and records.
- Prepare snacks as required.
- Keep up to date with latest childcare developments.
- Carrying out day to day administration, record keeping, ordering and purchasing of food, materials and equipment.
- Clear away equipment after children have left.
- Promote development and learning (physical, emotional, educational and social).
- Observe and record development.
- Support those with special needs.
- Carry out reasonable personal care/hygiene duties and administer basic first aid.
- Assist with the movement of children in and around the school.
- Responsible for the personal possessions of the children attending the clubs and for the care of the school's equipment, e.g., crockery and cutlery and play equipment.

- Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.
- Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, and with parents and carers under the direction of the Headteacher.
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals where appropriate, so that informed decision making can take place on intervention and provision.
- With the Headteacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Develop effective professional relationships with colleagues.

Support for the school

- Contribute to school-wide activities, events and initiatives.
- Uphold Trust and school policies, values and behaviour systems.
- Health and safety.
- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.

Personal Development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Additional Services

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. This job description will be reviewed annually and the headteacher reserves the right to alter the content of this job description, after consultation with the post-holder, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		<ul style="list-style-type: none">▪ Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification in nursery work or childcare (or willingness to work towards a qualification if not already held)▪ GCSEs at grades 9 to 4 (A* to C) including English and Maths▪ Food preparation and hygiene skills (training will be provided)
Experience	<ul style="list-style-type: none">▪ Experience of working with children	
Knowledge	<ul style="list-style-type: none">▪ Knowledge of how to help adapt and deliver support to meet individual needs▪ Knowledge of guidance and requirements around safeguarding children▪ Understanding of effective teaching methods▪ Knowledge of how to successfully support learning activities for an individual or group of children	
Skills and Abilities	<ul style="list-style-type: none">▪ Good literacy and numeracy skills▪ Good organisational skills▪ Ability to build effective working relationships with pupils and adults▪ Skills and expertise in understanding the needs of all pupils▪ Excellent verbal communication skills▪ Active listening skills▪ The ability to remain calm in stressful situations▪ Good ICT skills, particularly using ICT to support learning▪ Understanding of roles and responsibilities within the classroom and whole school context	
Personal Qualities	<ul style="list-style-type: none">▪ Enjoyment of working with children▪ Sensitivity and understanding- to help build good relationships with pupils▪ Committed- to the safeguarding of our students and providing the best in class education	

	<ul style="list-style-type: none">▪ Accountable- Uphold the 7 principles of public life (the Nolan principles) at all times▪ Enthusiastic- highly motivated with an enquiring mind and passion for excellence▪ Reflective- positive attitude and self-critical▪ Resilient -with the ability to handle high levels of pressure and be able to meet deadlines▪ Bold and brave- with thinking, decision making and enactment, never settling for 'good' and always striving for excellence▪ Role model- by leading by example, and having the drive to develop the capabilities of others	
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February 2026