



# Shardlow Primary School

## Job Description: Wrap Around Care Leader

**Position:** Wrap Around Care Leader

**Grade:** Scale 8 (pay point dependent on experience)

**Hours:** 16.6 hours a week (7:30am-8:45am/3:20pm-5:30pm)

Opportunity to split the role between two people

**Responsible to:** Headteacher

### Main Responsibilities

#### Relationships

- Develop and maintain a positive relationship with families and children
- Interact with children building positive relationships
- Follow the school's positive behaviour ethos and culture
- Build positive relationships with staff
- Ensure regular and clear communication with parents, carers and staff.

#### Activities

- Plan and coordinate activities and games to interest and stimulate the children;
- Ensure a good balance between free choice of play and directed play when necessary;
- Set up area before children arrive and pack away at end of session

#### Safeguarding and behaviour

- To safeguard children and ensure and promote their health, safety and wellbeing;
- Ensure there is a good standard of behaviour in line with the school's Behaviour Policy;
- Monitor behaviour (following the schools behaviour policy) and ensure everybody is happy and content (any concerns should be shared with the relevant professionals);
- Note any information passed on from parents and pass onto relevant professionals;

#### Catering and hygiene

- To prepare food breakfast and 'light tea' taking into account the dietary needs and allergies of pupils.
- Purchasing of food and other necessary items, stock control, ensuring cupboard, fridges etc are cleaned;
- Maintenance of food hygiene records



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- Clean the space at the end of each session including hoovering, wiping tables and washing/putting away any pots.
- Bring any concerns to the attention of parents;
- To maintain the healthy eating policy and keep updated with any new information;
- To complete any relevant food hygiene training as deemed necessary to the role.

## Management

- Line manage and additional members of allocated staff in the wrap around team to ensure that the provision is consistent, effective and of a high standard.

## Administrative Duties

- Record attendance on daily register (including time of arrival and departure);]
- Pass on any updates on information regarding pupil needs to the office administrator
- Collate and pass on any forms to the school office
- Ensure all records are kept updated and correct procedures re: medicines, first aid etc are followed;
- Process any other displays, letters, emails as and when needed;
- Liaise with School Office, Class teachers and Headteacher on all relevant matters and issues.

## General

- To attend relevant in-service training as and when required to be able to support both teachers and pupils
- To administer first aid or carry out simple medical procedures in line with school guidelines
- To attend and contribute to all school meetings as directed by the Headteacher
- To carry out any other reasonable tasks in keeping with the post as specified by the Headteacher
- To be responsible for opening and or locking the school site when necessary and follow correct protocols for this.

## Personal Responsibilities

- To monitor and manage personal workload and keep records in an agreed format under the direction of the Head teacher.
- To achieve agreed targets and personal appraisal targets as agreed by the Head teacher.
- To be professional in dress and manner at all times.
- To deal in all matters with confidentiality, showing discretion when giving or receiving information, following the Data Protection Policy.
- At all times to carry out the responsibilities of the post with due regard to the Equalities Act.
- Follow any other relevant school/academy policies as outlined by the Headteacher.