

Job description Wrap Around Care Lead

Job purpose

The post holder will be responsible for the running of the Wrap Around Care. To maintain a safe and stimulating environment and to ensure opportunities which encourage our children's social, physical, intellectual, creative, and emotional development through play.

Specific responsibilities

- Supervise our children during Wrap Around Care sessions
- Plan, set up, prepare, and coordinate the weekly timetable and ensure appropriate resources and healthy snacks are provided for our children
- Maintain attendance registers/accidents records/safeguarding concerns
- Ensure all equipment is cleared away at the end of every session
- To ensure the provision offers a safe and stimulating environment
- To work face to face with children registered with the Club
- To carry out light domestic duties
- To communicate with parents/carers in a professional manner

Skills and abilities

- The ability to communicate, influence, motivate and engage with a wide range of children
- Good general interpersonal, organisational and communication skills
- A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality, and data protection

General

- Be a positive influence on the climate and culture of the Academy and show a positive example at all times
- Support the Catholic ethos of the Academy
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and copyright, reporting all concerns to the Executive Head Teacher/Head of School
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others



Person Specification

	Essential	Desirable	Evidence
Skills and Abilities			
<ul style="list-style-type: none"> The ability to communicate, influence, motivate and engage with a wide range of children 	✓		AI
<ul style="list-style-type: none"> A strong knowledge and understanding of safeguarding, health, safety and security, confidentiality and data protection 	✓		AI
<ul style="list-style-type: none"> Good general interpersonal, organisational and communication skills 	✓		AI
<ul style="list-style-type: none"> The ability to communicate with parents/carers in a professional manner 	✓		AI
<ul style="list-style-type: none"> The ability to maintain and update records 	✓		AI

A: Application Form I: Interview R: References

This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.

The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.

