



Wrap Around Care Assistant Application Pack



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Letter from Sir Steve Lancashire, Chief Executive, REAch2 Academy Trust

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Teachers within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

Sir Steve Lancashire

Chief Executive Officer, REAch2 Academy Trust



Letter from Amy Fidler, Headteacher, Heath Hayes Academy

Dear Candidate

I am delighted that you have expressed an interest in the post of Wrap Around Care assistant at Heath Hayes Academy.

Overview

Do you enjoy working with children? Do you have the skills to support their learning and development? Have you got a 'can-do' approach and outlook? At Heath Hayes Academy we are looking for Teaching Assistants who will work as part of our support staff team, across the school, to support children in their learning and development, including those children with additional needs and for whom English may be an additional language. We are looking for someone who makes decisions with the child at the centre of them and who is ready to become a key member of our team.

About us

Heath Hayes Academy is a one-form entry primary school with approximately 200 children who we are immensely proud of! They are, we feel, a credit to the school. We are a school where the staff work in teams and this is reflected in the way the children behave, work and interact with one another. Heath Hayes Academy is a truly wonderful place. Our purpose is to maintain a consistent, inspirational practice from the entire school community to develop the happiness, security and learning outcomes for all children. We inspire and enable all children to achieve their potential by having an expectation of excellence from all stakeholders.

To see more information about the school, please visit our website www.heathhayesacademy.co.uk

Amy Fidler

Headteacher, Heath Hayes Academy



Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

Inspiration breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: www.reach2.org



The role

Post:	Wrap Around Care Assistant
Start Date:	As soon as possible
Contract Type:	Fixed Term
School/Location:	Heath Hayes Academy, WS12 2EP
Closing Date:	Monday 18 th October @ 09:00

Who are we?

Heath Hayes Academy is part of the REAch2 Academy Trust. Our purpose is to maintain a consistent, inspirational practice from the entire school community to develop the happiness, security and learning outcomes for all children. We inspire and enable all children to achieve their potential by having an expectation of excellence from all stakeholders.

About the role

As a member of the academy's support staff team you will be responsible for supervising children, ensuring their safety at all times, engaging with them in aspects of play and conversation, setting up activities for children to take part in, meet and greet with parents and provide them with feedback on their child's time in the provision.

What we are looking for?

We are looking for individuals who can enhance our provision and who are committed to making the school experience engaging, enjoyable and meaningful for primary aged children.

The successful candidate will have:

- Experience of working in a similar role with primary school age children
- Basic understanding of child development and learning
- NVQ Level 2 in play work/childcare or equivalent qualification or experience
- A current food hygiene certificate or willingness to undertake the relevant training
- Paediatric first aid qualification or willingness to undertake the relevant training.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- An understanding of children with health care needs
- Knowledge of child safeguarding procedures

You should:

- Have excellent communication skills
- Have the ability to build effective relationships with students, parents and other staff
- The ability to relate in a firm and friendly way with a wide range of personalities
- The ability to use initiative
- Be willing to undertake direction and guidance
- Have a good understanding of behaviour management strategies
- Be able to work as part of a team

The application

You are invited to download an application form from www.heathhayesacademy.co.uk/vacancies and submit to:

Mrs Hannah Greenway
Heath Hayes Academy
Wimblebury Road
Cannock
Staffordshire
WS12 2EP

Or email to: Hannah.greenway@heathhayesacademy.co.uk

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Mary-Ellen Krause: mary-ellen.krause@heathhayesacademy.co.uk

The application process and timetable

Application deadline:	Monday 18th October 2021@ 9am
Interviews:	The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.
Contract details:	Fixed Term
Salary:	New NJC SCP1 £17,842 Pro rata - Term time only
Start date:	As soon as possible

Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

Job Description

Post:	Wrap Around Care Assistant
Salary:	New NJC SCP1 £17,842 Pro rata - Term time only
Responsible to:	Headteacher

Core Purpose

As a Wrap Around Care Assistant, you will be responsible for providing a stimulating and caring atmosphere through the extended services provision to enable children to develop to their full potential.

Responsibilities

- Recognises how the quality of the academies provision has an impact on learning and on pupils' attitude to school
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground as appropriate.
- Help organise play and art activities, reading and homework support.
- Establish good relationships with children – interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children – maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries, ensure children understand action to be taken in case of fire.
- Take pride in providing enjoyable childcare and activities for pupils.
- Build up warm and positive relationships with pupils.
- Consider the needs of pupils.
- Go out of your way to be helpful towards pupils.
- Anticipate pupils' needs and makes suggestions to support them.

- Speak clearly and listens carefully to pupils, using questions to check understanding.
- Be tactful when talking to pupils, parents and colleagues.
- Acknowledge all colleagues in a friendly and helpful way.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the needs of different people e.g. help new starters to settle in the school.
- Speak clearly to colleagues and listens carefully to colleagues, using questions to check understanding.
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To demonstrate an understanding of and a commitment to REAch2's Equal Opportunities policies and to the standards of customer care.
- Be responsible for own Health & Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Person Specification

	Essential (for the job)	Desirable
Right to work in the UK	*	
Knowledge/Qualifications and experience		
Minimum of NVQ Level 2 qualification in playwork or childcare, or be studying towards relevant qualification		*
Evidence of additional qualifications suitable to the role		*
Graduate qualification		*
Level 3 childcare qualification		*
Evidence of working and supporting children with a range of educational needs	*	
Experience of working and supporting children of a variety of ages	*	
Intermediate knowledge of ICT	*	
Awareness of keeping children safe	*	
Basic knowledge of health and safety, wellbeing and child protection	*	
Understanding of the school's ethos and values	*	
Understanding of data protection and confidentiality	*	
First aid qualification (or willingness to train)		*
Experience of work/play with children of primary age	*	
An understanding of the play work principles	*	
An understanding of the importance of creating play environments which are child led	*	
Skills , abilities and personal attributes		
Evidence of a commitment to safeguarding and promoting the welfare of children and young people	*	
Commitment to promote and support the aims of REAch2	*	
Possess good interpersonal & communication skills and the ability to work effectively as a team member	*	

Ability to develop effective professional relationships	*	
Ability to use initiative	*	
Fun approach to inspiring children's play	*	
Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being of children including acting on bullying	*	
Ability to self-evaluate learning needs and actively seek learning opportunities	*	
Ability to maintain confidentiality at all times	*	
Work constructively as a team	*	
Ability to promote school when talking to visitors, colleagues and members of the community	*	
Excellent time keeping and attendance is essential	*	