



**Acorn**  
Education Trust

# Wraparound Care Assistant

Dilton Marsh Church of England  
Primary School

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 22 settings: 16 Primary Schools, 4 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*



# About Dilton Marsh

*Learning together, growing together*

Dilton Marsh Church of England Primary School is a happy and popular, single form entry, primary school, educating children between the ages of 5 and 11. Located in the charming village of Dilton Marsh, we have strong relationships with the local community and Holy Trinity Church.

Our staff are dedicated to providing a safe, happy, caring, creative and nurturing learning environment, where everyone is valued as an individual and encouraged to reach their full potential. Through our rich and inspiring curriculum, staff encourage all of our children to become independent and resilient learners, with the ability to learn from mistakes and accept challenges. Our strong Christian ethos of tolerance and respect flows through the whole school; we promote positive attitudes and understanding of different beliefs, races and cultures to create caring citizens.

As a founding member of Acorn Education Trust in 2014, we work closely with other schools within the Trust to provide the best possible education, opportunities and support for our young people, who are always at the heart of our decision making. In November 2023, we were proud to achieve a 'Good' Ofsted rating in all categories, with the inspectors praising the staff for their 'high expectations for all pupils'.

Our well-resourced school has a wide range of facilities, including:

- New, modern, well-stocked library
- Outside classroom and large play area
- Forest -schools area
- Staff work rooms for onsite PPA and meetings

Our children added:

- Giant playground and field with a football goal, a play trail, ping pong tables and basketball
- House challenges
- You can rely on everyone in the school
- The adults are so nice!

We look forward to welcoming you to our school and showing you what makes Dilton Marsh such a wonderful school.

Jude Clements  
*Headteacher*

For more information, please visit our website: [www.diltonmarsh.wilts.sch.uk](http://www.diltonmarsh.wilts.sch.uk)



# Our Christian Values

*For Nothing is Impossible with God*

*Luke 1: 37*

As a Church school, we strive to provide a safe, nurturing and challenging environment within our Christian ethos of kindness and respect as well as through our school values: Hope; Respect; Compassion; Perseverance.

Our school community shares a passion for life-long learning and strive for the best for ourselves, others and the World. We believe that it is vital for all our pupils to learn from and about religion, so that they can understand the world around them. Through Religious Education, our children develop their knowledge of the world faiths, and their understanding and awareness of the beliefs, values and traditions of other individuals, communities and cultures. We encourage all our pupils to ask questions about the world and to reflect on their own beliefs, values and experiences.

Worship is an important part of the school day as it gives us the opportunity to come together as a school community to think more deeply about God, about our relationships with others, about God's world and about ourselves. Both class worship and daily collective worship provides a period of calm reflection for our pupils and usually takes place within the school hall. A number of services a year are held also held in Holy Trinity Church, where a larger congregation of parents can also join in. We also have the grounds to hold worship outside.

We are proud to be a church school and received a grade of "OUTSTANDING" for our latest SIAMS inspection across ALL areas.

# Job description

<b>Job title</b>	Wraparound Care Assistant
<b>Reporting to</b>	Headteacher

## Main purpose

---

The Wraparound Care Assistant supports the Wrap Around Care Leader in managing the day-to-day operations of the before/after-school provision, ensuring a safe, caring and stimulating environment for all children who attend. This role involves assisting with the planning and organising of a range of activities suitable for primary-aged children, taking into account their interests and developmental needs.

## Duties and responsibilities

---

### Key responsibilities

- Assisting the Wraparound Care Leader in the management of the before/after-school provision;
- Providing care and play opportunities in a safe and engaging environment;
- Supporting the planning and delivery of activities that promote active and enjoyable learning experiences, ensuring variety and accessibility for all children;
- Liaising with parents to encourage involvement and support;
- Working with third-party providers to ensure all activities run smoothly and children attend the correct sessions;
- Completing a food handling certificate to support preparing and serving breakfast (before school) or healthy snacks (after school);
- Ensure all areas are cleaned and tidy at the end of the session;
- Ensuring all IT equipment (laptop, pupil tablets etc) is used responsibly and properly stored away at the end of each session;
- Ensuring compliance with health and safety and safeguarding legislation.

### Other responsibilities

- Read and follow the relevant school policies;
- Undertake training required to develop in the role;
- Ensure all duties and responsibilities are undertaken in line with the Trust's health and safety policy;
- Contribute to the safety of children and young people and protect them from harm;
- All Multi-Academy personnel are periodically expected to carry out tasks and duties within their area of competence not listed herein, as directed, to meet the needs of the business. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>• Relevant qualifications in childcare or education (e.g., NVQ Level 2 in Childcare, Playwork, or equivalent) are desirable but not essential.</li> <li>• Basic first aid training is an advantage.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience working with primary-aged children in a play or educational setting.</li> <li>• Food handling experience.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work effectively as part of a team.</li> <li>• Enthusiastic and passionate about working with children.</li> <li>• Reliable and punctual.</li> <li>• Ability to follow instructions and use initiative when required.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Patient, caring, and empathetic.</li> <li>• Positive and proactive attitude/ Enthusiastic and motivated with a positive attitude.</li> <li>• Reliable and punctual.</li> <li>• Commitment to promoting the ethos and values of the Trust and getting the best outcomes for all pupils</li> <li>• Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust</li> <li>• Commitment to maintaining confidentiality at all times and handling sensitive information appropriately</li> <li>• Commitment to safeguarding and equality</li> <li>• Commitment to personal and professional development</li> </ul>

The Wraparound Care Assistant will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*



# Support for our staff

Whether your role is in a school or the central team, you will be part of a caring team that will provide you with the support and challenge needed to fulfil your role effectively.

## Continued Professional Development (CPD)

---

- A comprehensive induction programme for all new staff (across all roles), that includes mentor and peer support
- Statutory training on safeguarding, health & safety and GDPR
- Access to over 2,500 world-leading courses, webinars and resources via the National College online training platform
- Support for Early Career Teachers (ECTs)
- Role specific training for Designated Safeguarding Leads (DSLs) and Special Educational Needs and Disability (SEND) roles
- School based training, including mentoring and coaching from senior leaders within school and across the wider Trust; Cross phase and school to school support
- Subject communities, across primary and secondary level, to share good practice across the Trust
- Opportunities to role shadow
- Apprenticeships available at various levels across the Trust for multiple roles, including Teaching, Teaching Assistants, Nursery and IT Technicians

## Health and wellbeing

- A strong culture of wellbeing across all schools and the central team
- Family friendly policies, including comprehensive flexible working policy, adoption leave policy, maternity and paternity (including shared parental leave) policies and staff wellbeing policy
- Access to [Care First](#), an employee assistance programme which provides confidential support on health and wellbeing, relationships, money issues, bereavement and loss, stress, anxiety and depression and much more

## Pensions

---

- Teacher pension
- Local government pension
- Nest pension

Staff wellbeing is very important at Acorn Education Trust. We are consistently looking for new ways to improve our offering, and, regularly collect feedback at all levels to check in with our staff and ensure they feel supported in their role.



# How to apply

If you would like more information about this role, please contact the school office via email at [admin@diltonmarsh.wilts.sch.uk](mailto:admin@diltonmarsh.wilts.sch.uk) or by phone on 01373 822902.

## To apply

---

Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Dilton Marsh Church of England Primary School, High Street,  
Dilton Marsh, Westbury, Wiltshire, BA13 4DY

01373 822902

[admin@diltonmarsh.wilts.sch.uk](mailto:admin@diltonmarsh.wilts.sch.uk)

*Dilton Marsh Church of England Primary School, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*