



Acorn
Education Trust

Wraparound Care Leader

Willowbrook 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 Willowbrook Primary School

Flourishing together through love, laughter and learning

Willowbrook Primary School is a small, warm and welcoming school, educating children between the ages of 4 and 11 years. Located in the heart of Trowbridge in Wiltshire, we are a loving, caring and inclusive community where we respect, appreciate and support each other and our environment.

Everything we do in school is rooted in our school values or **Willowbrook Rappers** – **R**esilience, **A**spiration, **P**ride, **P**ositivity, **E**mpathy, **R**espect, **S**afety, which are interwoven into our daily routines. Our dedicated staff have the highest aspirations for all our children and are committed to providing them with a rich and inspiring education that will nurture them as well-rounded individuals with the confidence, ability and desire to make the world a better place.

Each child is valued as an individual, encouraged to reach their potential and have a belief that they can achieve so they can flourish personally and academically with a sense of pride.

We recently joined Acorn Education Trust as a way to build on and embed our success, which has enabled us to share the best of what we do as well as learn from the good that schools in the local area do.

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

John Bullen
Headteacher

For more information, please visit our website: www.willowbrookprimary.uk/

Job description

Job title	Wraparound Care Leader
Reporting to	Headteacher / Designated Senior Leader

Main purpose

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

Additionally, the Wraparound Care Leader is responsible for managing the bookings and liaising with parents to ensure effective communication and smooth operation of the club. They will work closely with third-party providers to ensure all activities run smoothly and children attend the correct sessions. The role also includes ordering all food provision for both breakfast and after school club, ensuring that nutritional needs are met. The Wraparound Care Leader will plan and review all activities to ensure variety and accessibility for all children, catering to their diverse interests and abilities.

Duties and responsibilities

Key responsibilities

- Leading the management of the after-school provision, including supervising and directing the Wrap Around Care Assistant, and any third-party provision;
- Providing care and play opportunities in a safe and engaging environment;
- Planning activities that promote active and enjoyable learning experiences, and ensure variety and accessibility for all children;
- Liaising with parents to encourage involvement and support;
- Managing online bookings and staff attendance;
- Working with third-party provision to ensure all activities run smoothly and children attend the correct sessions;
- Ordering all food provision for breakfast and after school club;
- 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;
- Responsible for ensuring all IT equipment (laptop, pupil tablets etc) is used responsibly, accounted for and properly stored away at the end of each session;
- Maintaining records in accordance with data protection;
- Ensuring compliance with health and safety and safeguarding legislation.

Job description continued...

Duties and responsibilities

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

The Wraparound Care Leader 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@willowbrookprimary.uk or by phone on 01255 355 511.

To apply

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

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

Willowbrook Primary School,
Broadcloth Lane, Trowbridge, Wiltshire BA14 7HE

01255 355 511

admin@willowbrookprimary.uk

Willowbrook 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.