



TA 3 Job Description for Wraparound Care Lead

Post Title: TA 3 – Wraparound Care Lead

Conditions of Service: NJC for Local Government Services

Point Range: SCP 4 7-17

Reporting To: Business Manager, Deputy Headteacher, Headteacher

All staff will promote the vision, ethos and policies of the school in order to achieve the very best outcomes for all our pupils.

JOB PURPOSE

The Wraparound Care Lead is responsible for the planning, coordination, and day-to-day management of Wraparound Care services for children at St Kenelms. This role ensures high-quality, inclusive, and child-centred care. The lead works closely with the Wraparound Care team, school staff and families

OUTLINE RESPONSIBILITIES AND TASKS

To lead the planning, delivery and evaluation of Wraparound Care activities, providing high standards of care and play opportunities for children between the ages of 4 and 11 years old

To continue to promote the positive, nurturing and caring environment for our young children to play and learn in, supporting the ethos of our school

To promote a positive, inclusive and collaborative staff team culture

Act as the Designated Safeguarding lead within Wraparound Care, following all safeguarding and child protection procedures

Ensure health and safety and risk assessment procedures are followed to provide a safe and stimulating environment, including the provision and preparation of healthy food options and facilitation of dietary, allergen and medical needs.

Promote equality, diversity, and inclusion across all Wraparound Care provision. Adhere to school policy and procedures at all times.

Manage behaviour in line with school policies and procedures

Support children with Special Educational Needs, working closely with families, staff and professionals where appropriate.

Ensure children's voices are heard and reflected in activities and routines.

QUALIFICATIONS REQUIRED (ESSENTIAL)

Qualified Status NVQ Level 3 or equivalent or above

SUPERVISORY RESPONSIBILITY

Wraparound Care Assistants

SUPERVISION RECEIVED

Headteacher, Deputy Headteacher, School Business Manager

PRINCIPAL CONTACTS

Pupils, parents, Wraparound Care Assistants, other professional groups, other Teaching Assistants