

JOB DESCRIPTION

Job Title:	Wrap Around Care Manager
Directorate/School:	Children, Families and Communities
Hours:	17 ½ hours per week – 1 hour every morning and 2 ½ hours each afternoon (initially term time only - Monday to Friday with potential to develop and deliver Holiday Club)
Salary:	£31,067 (fte) per annum
Grade:	TA4 (Scale 6 - Scp. 19)
Reporting To:	School Finance & Business Manager
Responsible For:	Pupils under their care

Purpose of Post

- 1) To co-ordinate and manage wrap around care
- 2) To safeguard all children in line with School and County policy

Key Areas

- Co-ordinate wrap around care providing inspirational and exciting activities for children.
- Liaise with Parents/carers.
- To develop teamwork.

Duties and Responsibilities

1. To deliver a stimulating and enjoyable programme of activities to provide positive care for our breakfast and after-school club.
2. To ensure that activities are carried out in a safe and responsible manner in accordance with statutory responsibilities, and to advise the headteacher of any concerns over children, equipment etc. in the areas used for provision
3. To follow all whole-school policies, including those regarding safeguarding and confidentiality.
4. To ensure that the before and after-school care offers the highest standards of physical and emotional care, health and safety, and personal and food hygiene at all times.
5. Working creatively with children who attend the before and after school club.
6. Daily interaction with children to provide range of stimulating activities.
7. Working with a range of people including school staff, visiting professionals and agencies, parents, children and families, and visitors and student placements.
8. Work requires bending, kneeling and crouching for periods of time and may also involve lifting or holding children during planned activities.
9. Significant elements of inside and outside work, including leading outdoor learning all year round.
10. Understanding and being able to implement inclusive practices into the setting, to ensure all children can learn, interact and fulfil their potential.
11. Working with the Assistant Headteacher/Headteacher to establish an appropriate safe and secure learning environment in the after-school club.
12. Promoting positive values, attitudes and good child behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging children to take responsibility for their own behaviour.

13. To actively promote and support the safeguarding of children and young people in the workplace, ensuring Setting policies and procedures are always observed.
14. To develop a successful after school care facility under supervision with the School Finance & Business Manager and Executive Head.

This job description cannot account for every circumstance and there may be occasions when you are asked to perform a duty that is not normally yours.

PERSON SPECIFICATION

Essential	Desirable
Skills, aptitude, knowledge and experience ○ Experience of working with primary school children and delivering independent activities to them ○ Experience of working with children from age 3 to 11. ○ Ability to plan effective programmes to ensure children's needs are fully catered for. ○ Ability to work independently using own initiative. ○ Ability to self-evaluate learning needs and actively seek learning opportunities ○ Ability to relate well to children and adults including other professionals/ carers and parents ○ Ability to demonstrate and promote good practice in line with the ethos of the school both indoors and outdoors. ○ Ability to manage multiple tasks, whilst ensuring children, colleagues, parents and carers are respected and listened to. ○ Good written, verbal and non-verbal communication	○ Proven experience of working with children either on placement or in paid employment ○ Experience of working in a school environment ○ Experience of working as part of a team ○ Ability to interact with children and support their involvement in physical activities and outdoor play ○ Consistent approach with children and parents ○ Experience of having kept written records ○ Ability to promote and market the service to the wider community
Personal qualities ○ Ability to promote and market the service to the wider community ○ Effectively communicate with adults and children ○ Enthusiasm for learning and working with children ○ Ability to maintain a calm approach under stressful situations ○ Able to provide consistently high levels of quality care and education opportunities to all children, in pressured and sometimes challenging environments. ○ Able to provide consistently high levels of quality care to all children ○ Caring, friendly, approachable, open, inclusive, welcoming, and personable ○ Able to always maintain confidentiality ○ Show evidence of successfully working as part of a team ○ Approachable and trustworthy ○ Highly efficient and organised and can work well to deadlines	○ A sense of humour ○ Reflective approach for commitment to personal development

Qualifications ○ Equivalent to TA Grade 4 or above ○ Safeguard training and/or willingness to undertake this training ○ First Aid (paediatric or FAW), or willingness to complete ○ Food Hygiene Certificate, or willingness to complete ○ Willingness to participate in other development and training opportunities	○ Full working knowledge of relevant policies/ codes of practice and awareness of relevant legislation ○ Requirement to participate in training/ development as and when identified by line manager as essential for performance of the post. ○ Health & Safety certificate
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This post requires a DBS check as there may be periods of unsupervised access to children.

An Enhanced DBS and satisfactory references will be obtained prior to commencement of employment.