



WRAP AROUND CARE LEADER (JUNIOR SCHOOL) JOB DESCRIPTION

The Wrap Around Care Leader (Junior School), will work under the instruction and guidance of the Head of the Junior School. They will lead and be responsible for the day to day organisation of quality after school club provision.

ACCOUNTABLE

The Wrap Around Care Leader will report to the Assistant Head of the Junior School and the Head of the Junior School and, through them, they are ultimately responsible to the Head.

KEY AREAS OF RESPONSIBILITY

- Lead the day to day organisation of the Wrap Around Care by providing high standards of care and play opportunities for children between the ages of 3-10 years old, in a safe and secure environment.
- Achieve and maintain high standards of care and play opportunities.
- Oversee the delivery of tea refreshments to pupils.
- Build positive working relationships with staff members, parents and carers.
- Pass on correspondence to teachers from parents/carers and vice versa.
- Create a safe, welcoming and friendly environment, delivering high quality creative play opportunities.
- Liaise with staff with regard to the needs of the children who attend the Wrap Around Care.
- Liaise with parents to encourage parental involvement and support through the development of effective working relationships, providing professional and relevant feedback to parents/carers about their child.
- Consult and liaise with the children and involve them in the planning of activities.
- Ensure the Wrap Around Care administrative tasks are accurate and up to date.
- Ensure appropriate planning is in place to maintain the required standards, ensuring that the relevant equipment and resources are available, consulting with the Head of the Junior School when necessary.
- Monitor and evaluate the quality of the service.
- Supervise the children throughout the session, ensuring that ratios are adhered to at all times, and inform the Head of the Junior School of any issues.
- Be an effective role-model for children and practitioners at all times.
- Ensure that children are kept safe and that staff members understand and follow safeguarding policy and procedures.
- Support all children by promoting positive strategies for unwanted behaviour, in line with the School's Behaviour Management Policy.
- Ensure that Wrap Around Care offers a high quality, inclusive environment which meets the needs of all children, regardless of social, culture, religion or beliefs.
- Report any safeguarding concerns to the School's Designated Safeguarding Lead (DSL), a Deputy Designated Safeguarding Lead (DDSL) or the Head of the Junior School, at the earliest opportunity.

MANAGEMENT & ADMINISTRATION

- Liaise with Kitchen Staff and the Head of Junior School to ensure the control of the Wrap Around Care budget.
- Be responsible for the day to day administration and record keeping, and liaise with the Head of Finance and Compliance for billing.
- Keep abreast of current issues, relating to providing wrap around care.

GENERAL STAFF RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School vision and the current School objectives outlined in the SDP.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Engage actively in the School's performance management process.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Share pastoral concerns on a need to know basis with other members of staff via CPOMS and ISAMS Interventions.
- Liaise with parents where necessary.
- Support members of staff in maintaining firm but fair discipline, where necessary liaising with EYFS/Key Stage 1/Key Stage 2 Coordinators, the Assistant Head of the Junior School and the Head of the Junior School, before contacting parents.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.
- Undertake other reasonable duties related to the job purpose required from time to time.

NOTES

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.