



Queens Drive
London N4 2HQ
Headteacher: Paul Thomas
Tel: 020 8802 5366
Fax: 020 8800 3857

Email: admin@parkwood.hackney.sch.uk
Website: www.parkwood.hackney.sch.uk

Parkwood Primary School

Spanish International School

Job Details

Job title: Wrap around Leader (Level 3)

Salary: Scale 6

- **Contract type:** Fixed Term 2 year, minimum 15 hours a week (with an opportunity to increase hours in line with demand for the club)
- **Reporting to:** HT/AHT

Job Description

Job Purpose:

The Wrap around Leader plays a vital role in supporting and developing the social and emotional experiences of every child in our school. At Parkwood, we recognise wrap around care as an essential part of the children's experience, providing opportunities for the children, to eat a healthy breakfast and afternoon snack, have fun, develop confidence and interests whilst being safe and well-cared for.

To oversee the care, safety, welfare and supervision of children during Wrap around through both indoors and outdoors, ensuring that the whole experience is as positive as possible for all the children.

To supervise Wrap around Assistants.

To liaise effectively with parents and carers.

Main Duties and Responsibilities

MAJOR DUTIES AND RESPONSIBILITIES:

- Planning, preparing and delivering quality play opportunities within a safe and caring environment.
- Create timetable of activities for the week to meet the needs of the children.
- Providing comprehensive outstanding care for the children
- Providing support and supervision to wrap around Assistants and providing rotas.
- Setting up the play space including moving furniture and play equipment.

- Providing food and refreshments and ensuring that hygiene and health and safety standards are met.
- Administering first aid where necessary.
- Consulting with children and involving them in planning activities.
- Holding staff meetings.
- Administration and record keeping, including staff and child records, financial records, ordering and purchasing and working within an agreed budget.
- Developing and maintaining good communication with all members of the club and, including Head Teacher and Assistant Head Teacher, parents and children
- Undertaking appropriate and relevant training.
- Monitoring and maintaining a healthy, safe and secure working environment.
- To interact positively in order to establish good relationships with all the children and other staff as necessary.
- To promote and support an inclusive environment, where all children feel safe to be themselves and as communicate effectively.
- To support all children and school staff in the smooth running of the Wrap around.
- To carry out daily risk assessment of the environment.
- At all times to work within the school's policies with regard to: Behaviour Management/Equal Opportunities/Safeguarding/Health & Safety/Anti-Bullying/Intimate Care/Confidentiality and Early Years Foundation Stage

JOB ACTIVITIES RELEVANT TO WRAP AROUND LEADER:

- To carry out responsibilities under the direction of the Head Teacher/Assistant Head Teacher.
- To support and supervise children in the Wrap around depending on the timetable and rota established.
- To always listen to children's concerns and respond appropriately.
- To be alert for children who are at risk of bullying or being bullied and intervene in any disputes be they physical or verbal.
- To help children talk through difficulties and resolve and repair harm.
- To ensure that all children who suffer any injury or accident are dealt with appropriately and in accordance with the school's agreed procedure.
- To report any serious concerns regarding children's welfare or behaviour to the Head Teacher/Assistant Head Teacher, as and when they arise.
- To communicate successes, concerns and incidents with class teachers and other staff clearly and in a timely manner.
- To work as part of a team to initiate and develop a range of inclusive and stimulating indoor and outdoor play opportunities (including in wet weather) for all children and to participate in the delivery of these play opportunities as required.
- Ensure provision of a safe play environment in which children are able to play freely.
- Ensure with other team members that a good, changing and varied supply of play materials and equipment are sourced, maintained and stored. Report any worn, missing or damaged materials to the Head Teacher/Assistant Head Teacher.
- Allow children the freedom to play whilst supporting them through any difficulties they may experience in playtime.

ADDITIONAL RESPONSIBILITIES:

- To participate in partnerships with colleagues, parents, children and outside agencies that support a whole school approach to play and physical activity within the school as required.
- To carry out any other duties relevant to the supervision of staff and children at, as requested by the Head and Assistant Head Teacher, in accordance with conditions of service.
- To participate in any appraisal arrangement made by the school.
- To attend and participate in the regular training or meeting as required.
- The post holder will be subject to an Enhanced CRB check on appointment and every three years thereafter.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake regular first aid training.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Actively promote the school values and rules, including the promotion of Spanish and international learning
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and CPD as required.
- Engage with and model positive, constructive play with pupils
- Encourage pupils to be independent in clearing away after a meal.
- Promote a positive learning environment within the ethos of the school.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Assist in the general care of the school environment by undertaking tidying of relevant areas.
- Actively promote equal opportunities at all times.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Through the appraisal process proactively engage in continued professional development opportunities, actively seeking ways to further develop practise.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change.

The person in the post may also have to carry out other duties as may be necessary from time to time.

General Requirements

- Take part in the school's performance management system.
- Attend governing body meetings as required.
- Enhanced CRB Check.
- Strong commitment to furthering equalities in both service delivery and employment practice.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.

Signed Postholder:

Date:

Signed Headteacher:

Date:

Wrap around Leader

Criteria	Qualities	
Qualifications	<ul style="list-style-type: none"> Appropriate Level 3 qualification 	Essential
Experience	<ul style="list-style-type: none"> At least 2 years' experience of working in a childcare setting Experience working with 3-11 year olds Experience of working in a supervisory capacity 	Essential
Skills and knowledge	<ul style="list-style-type: none"> Experience of administration The ability to work well with colleagues as part of a team. To communicate effectively with parents and carers. Delivering equal opportunities in a childcare setting Understanding the varied needs of children and their families A knowledge and understanding of child protection/safeguarding issues. Provide and facilitate safe and stimulating play Proven leadership skills 	Essential Essential Essential Essential Essential Essential Essential

	<ul style="list-style-type: none"> • Excellent communication skill together with sufficient understanding of the use of English to ensure the well-being of the children • Ability to work on own initiative, using judgement and common sense • Familiarity with the Early Years Foundation Stage • Be flexible and adaptable and able to act on initiative. • A knowledge of Health & Safety issues, especially in relation to play and young children. • Ability to plan and organise and to manage workload effectively. • The ability to show a commitment to the inclusion of all children and an understanding of and commitment to equality of opportunity. • Satisfactory Enhanced level Criminal Records Bureau check. • Being willing to undertake relevant training as and when needed. • Experience of budgeting • Competent in using IT to support play and club administration • Appropriate child protection training • Current Paediatric First Aid Certificate • Food Hygiene Certificate • Recent safeguarding training 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p> <p>Desirable</p>
Personal qualities	<ul style="list-style-type: none"> • A commitment to supporting the school in achieving the best outcomes for all pupils and promoting the ethos and values of the school • Ability to work under pressure and prioritise effectively • Commitment to safeguarding and equality • Commitment to own professional development 	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p>