



JOB DESCRIPTION and PERSON SPECIFICATION

Wrap-around Care Service Leader

Lady Joanna Thornhill Primary School
Bridge Street, Wye, Ashford, Kent TN25 5EA

Job details

Job Type: Part-time, term time
Part-time hours: 23.75 hrs per week
Salary: KR5

Job description

An exciting opportunity has arisen at Lady Joanna Thornhill Wrap-around Care service on the school's premises in Wye, for Wrap-around Care coordinator to lead our team.

Lady Joanna Thornhill is scheduled to run its Wrap-around Care service to children from our primary school, from 7.30–8:45am; 3:00 - 6.00pm daily, term time. The service will be housed on site and benefits from our school facilities. We are looking for someone who is passionate about all aspects of childcare and education, and able to bring new ideas and lead in running the School's Wrap-around Care Service for pupils between the ages of 4 and 11.

Lady Joanna Thornhill Primary school would like to appoint an enthusiastic Wrap-around Care Service Leader to oversee and provide a range of activities for our children and working alongside our School's Management team, ensure a safe and happy extended club facility to support our families. The successful candidate will lead the provision of the service ensuring appropriate supervision of children attending the service, provide appropriate activities, encourage cooperation, secure their safety, monitor well-being and ensure good behaviour.

You will need to have a friendly, caring and dynamic approach to working with children.

The hours of work will be 5 days per week, 7.15– 8:45am & 3:00 - 6.15pm or just 3:00 -6:15pm, term time only.

Key duties and responsibilities:

The successful candidate would be required to assist the Lady Joanna Thornhill Management Team in delivering continuous good practice and therefore you will need to understand how to lead, motivate and be responsible for the day-to-day organisation of the Lady Joanna Thornhill Wrap-around Care service team to get the best from them and ensure they always put the children first.

- To maintain a safe and stimulating play environment and to assist with the developing opportunities which encourage children's social, physical, intellectual, creative and emotional development through play.
- Be responsible to the SBM and Headteacher
- To ensure the provision offers a safe and stimulating play environment.
- To lead with the planning preparing and delivery of activities, which meet children's individual and developmental needs.
- To work face to face with the children registered with the service
- To supervise tea time refreshments for the children.



JOB DESCRIPTION and PERSON SPECIFICATION

- To follow guidelines and procedures for safeguarding in accordance with Lady Joanna Thornhill Primary Schools' policies and procedures.
- To carry out any other duties, which will be seen to enhance the work of the Wrap-around Care service.

The successful candidate would be required to:

Coordinate the supervision of the children and:

- Supervise children eating snack, being seated, clearing away crockery, moving to activities as appropriate.
- organise play and art activities, reading and homework support.
- Establish good relationships with children; interact positively with children, encouraging cooperation and mutual support; monitor children's well-being and provide help and support to children.
- Encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- Ensure health and safety of children.
- Take pride in providing enjoyable activities for pupils.
- Build up warm and positive relationships with pupils.
- Consider the needs of pupils in all decisions about the Service.
- Goes out of their way to be helpful towards pupils. Anticipates pupils needs and makes suggestions to support them.
- Speaks clearly and listens carefully to pupils, using questions to check understanding.
- Remain tactful when talking to pupils.
- Promote and safeguard the welfare of children that you are responsible for or come into contact with.

Additional responsibilities include:

Maintain a register of children attending.

- Control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, and ensure children understand action required in case of fire.
- Assist in preparing the After School Service facilities and activities.
- Recognise the quality of the After School Service has an impact on learning and on pupils' attitude to school.
- Attend regular meetings and training.
- Acknowledge all colleagues in a friendly and helpful way.
- Build effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledge the need for team working e.g. help new starters settle into the school.
- Speak clearly to colleagues and listen carefully to colleagues, using questions to check understanding.
- Treat all colleagues in a courteous and helpful manner, challenging any discriminating behaviour.
- Participate in performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Be responsible for own health and safety, as well as that of colleagues, pupils and the public.
- Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.



JOB DESCRIPTION and PERSON SPECIFICATION

Person specification:

You will need to be:

Someone who is passionate about all aspects of childcare and education, and able to bring new ideas to the role. You will need to have a caring and dynamic approach.

Person specification:	CRITERIA
<p>QUALIFICATIONS</p> <p>Essential</p> <p>Desirable</p>	<p>NVQ level 3 in Child care/play work equivalent First Aid qualification Food Hygiene Qualification</p>
<p>EXPERIENCE</p> <p>Essential</p> <p>Desirable</p>	<p>You will be able to demonstrate successful relevant experience of working with primary aged children within a learning environment. Experience of administration systems Competent in using computer systems inc. emails and Microsoft word</p> <p>Experience of working with children in a paid or voluntary capacity; Experience of working in a childcare, Nursery or primary school settling: at least 1 year (preferred)</p>
<p>SKILLS AND ABILITIES</p> <p>Essential</p>	<p>Have a good understanding of child development and the ability to apply behaviour management policies and strategies in a flexible and adaptive manner as required by the child you are working with.</p> <p>Excellent Communication skills. A mature and sensitive manner and excellent inter-personal skills. Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations. An ability to work confidentially, efficiently and on own initiative. Be able to work as part of a team and to be flexible in their approach to daily routine. Be able to demonstrate resilience in the role and take the initiative in finding solutions to the challenges you may encounter.</p> <p>Be able to inform, persuade, inspire and motivate pupils and provide feedback to other professionals and parents as required.</p> <p>Be able to maintain effective records of the work they carry out and use these to feedback to staff and parents as part of the evaluation and impact of the support you provide.</p>



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KNOWLEDGE	
Essential	Knowledge and compliance with policies and procedures relevant to child protection and health and safety.
Benefits	Discounted childcare (up to 50% off) On-site parking Flexible part-time working
Ability to commute/relocate	Wye, Ashford, Kent TN25 5EA: reliably commute or plan to relocate before starting work (required)

The hours of work will be 5 days per week, 7.30– 8:45am and 3:00 - 6.15pm, term time only.

Work Remotely

- No

Schedule:

- AM and PM
- Monday to Friday
- No weekends

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.

Expected start date: 29/08/2022