**Lydden Primary School**

**Wrap Around Care Manager**

**Job Description**

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| **Job Title:** | **Wrap Around Care Manager** |
| **Reports to:** | **Head of School** |
| **Location:** | **Lydden Primary School** |
| **Pay scale:** | **KR5 – Term Time only**  **19 hours per week** |
| **Contract type** | Temporary in first instance. Post holder will lead the development of sustainable provision so that associated posts can become permanent. |

**Main Purpose of the job:**

* to develop, monitor and implement an operational plan, with the Head of School, explaining how the setting runs and showing how the resources (staff, premises and equipment) are used to ensure the needs of the children are met.
* to lead and manage the staff team for Breakfast Club and After School Care to ensure that all children attending, receive high quality care, are kept safe and receive stimulating play and learning experiences which meet their individual needs and interests
* to ensure the setting meets the safeguarding and welfare and learning and development requirements within the Early Years Foundation Stage, Ofsted and other legislative requirements
* to monitor and evaluate practices, policies and process that support children’s education, development and wellbeing
* to provide healthy meals/snacks in order to promote healthy eating and ensure that children, whilst in the Out of School Club, have access to appropriate activities to support their physical, emotional, social and intellectual development giving consideration to families’ ethnic, cultural and linguistic backgrounds, ensuring that the Out of School Club’s Equal Opportunities Policy is adhered to
* to make links with other agencies to build on the provision’s continuous development and improve outcomes for all children
* to keep abreast of all local and national changes that affect wrap around care and ensure relevant information sharing and training for the staff team.
* to participate in the recruitment and selection of Out of School Club staff in order that appropriate staff are appointed.
* to administer, monitor and evaluate the number of places being used in order to maintain sustainability and the efficient running of the club and maintain up to date records of resources and maintain accurate and confidential financial records ensuring that KCC financial procedures are adhered to and expenditure and income are kept within budget.

**Key Responsibilities:**

* to role model and monitor high quality practices that will ensure the smooth day to day organisation and operation
* to ensure that all records are sustained up to date and are well maintained
* to be responsible as Designated Safeguarding Lead for wrap around care.
* to be alert to issues of safeguarding and child protection, ensuring that the welfare and safety of children attending the setting is promoted and to follow safeguarding procedures as detailed in the settings policy and as directed by the local safeguarding team
* to work with Head of School with regard to any children causing concern so that appropriate and consistent support is implemented in all parts of the school day.
* to build and maintain effective communication and positive relationships with staff, parents, carers, families and relevant professionals, whilst respecting appropriate confidentiality
* to ensure that health and safety procedures provide a safe environment that promotes the health and wellbeing of all children, staff families and visitors
* to ensure that performance management systems are effective, including carrying out regular supervision meetings and annual appraisals with staff, supporting improvements to practice and continuous professional development
* to maintain an accurate plan which demonstrates the commitment to CPD and training requirements to ensure team effectiveness
* to ensure a culture of best practice in all activities is supported by thorough self-evaluation and that continuous improvement promotes high levels of achievement for all children
* to work within all school’s agreed policies and procedures
* to liaise with the Head of School, Business Manager and the office administrator on effective development of the provision, promoting the setting to families and managing income and resource acquisition.
* to attend required meetings
* to be active in identifying and fulfilling your own CPD needs, including a commitment to attending both in house and external training and sharing information with the wider team
* to maintain all information about children, families and the setting in a confidential manner
* to be professional and ensure the school’s reputation is maintained and promoted.

**Additional Information:**

* It is in the nature of the work that tasks and responsibilities are in many circumstances unpredictable and varied. All staff are expected to work in a flexible way when the occasion arises that tasks which are not specifically covered in their job description have to be undertaken.
* DBS: This post is subject to a criminal record check by the Disclosure and Barring Service. The level required is enhanced.
* Probationary period: All post within Lydden Primary School are subject to a six month probationary period.
* This post is exempt from the Rehabilitation of Offenders Act (1974). Staff must be prepared to disclose any convictions they may have and any orders, which have been made against them. Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

**Person Specification - Manager**

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| **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** |
| **EXPERIENCE** | |
| * At least 2 years recent relevant experience, including some management responsibility in a group care setting, leading aspects of practice. | * Experience of collaborative working with other agencies/ settings. |
| * Experience of working with and building strong relationships with parents/ carers. | * Experience of leading others e.g. induction, mentoring or coaching. |
| **QUALIFICATIONS AND TRAINING** | |
| * An early year’s/ child care/ qualification equivalent to a NVQ Level 3 | * Early Years Professional or equivalent [age range 5-11] |
| * Recent appropriate safeguarding training and willingness to train as designated safeguarding lead. | * A current paediatric First Aid qualification or willingness to train |
| * Training or some experience in leadership and management | * Leading training and development sessions for colleagues. |
| **KNOWLEDGE** | |
| * A sound knowledge of child development | * A knowledge of current research related to childcare and education |
| * Knowledge of child protection and safeguarding procedures |  |
| * An understanding of and leading the implementation of care standards for groups of mixed age children. |  |
| * An understanding of a play based approach to children’s learning and development |  |
| * Knowledge of particular health and safety issues relevant to the 5-11 age group |  |
| **JOB RELATED SKILLS AND ABILITIES** | |
| * Good communication skills, oral and written | An understanding of the requirements for Food Safety and Health and Safety and willingness to undertake training to build on this in the context of the school wrap around care setting. |
| * A commitment to inclusion and equality. |  |
| * Effective leadership skills |  |
| * Ability to maintain confidentiality |  |
| * Suitable person to work with children. |  |