

St Thomas Becket



Wrap-around care Manager

Role Profile and Person Specification

ST THOMAS BECKET

Job Description

Job Title:	Wrap-around care leader
School /Academy:	St Thomas Becket
Grade Range:	Grade 3 Scp 5 - 6
Hours:	7.15 – 9am, 3pm – 6.15pm & 5 additional hours per week
Work Pattern:	Term Time Only
Location:	Canterbury Room
Reports to:	Headteacher
Responsible for:	Overall management of the wrap-around care provision
Role Purpose and Role Dimensions:	To supervise children attending Breakfast Club, providing appropriate activities, encouraging cooperation, securing their safety, monitoring well-being and ensuring good behaviour.
Commitment to Diversity:	As a member of the School Team to take individual and collective professional responsibility for championing the School/Academy's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity.
Key Internal Contacts:	<ul style="list-style-type: none">▪ Headteacher▪ Deputy headteacher▪ School finance officer▪ School administrator
Financial Dimensions:	Responsible for monitoring payments & food & resource budget
Key Areas for Decision Making:	<ul style="list-style-type: none">▪ Overall standards of provision▪ Behaviour management▪ Line-managing supporting staff▪ Resource ordering & management▪ Safeguarding, food-safety
Other Considerations:	

Key Accountabilities and Result Areas:

Main Responsibilities

Key Elements:

This will involve:

- Prepare the Breakfast Club facilities and activities, ensuring quality standards agreed are met.
- Supervise children in collecting food, being seated, clearing away crockery, moving to activities, in activity area and/or playground 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 readiness for class; 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 - 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, ensure children understand action to be taken in case of fire.
- Recognises the quality of the Breakfast Club has an impact on learning and on pupils' attitude to school.
- Takes pride in providing enjoyable breakfast and activities for pupils.
- Builds up warm and positive relationships with pupils.
- Considers the needs of pupils all decisions about the club.
- 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.
- Is tactful when talking to pupils.
- Attends regular meetings and training.
- Acknowledges all colleagues in a friendly and helpful way.
- Builds effective working relationships with others by being open and honest e.g. admitting when a mistake is made.
- Acknowledges the needs of different people e.g. helps new starters to settle in the school.
- Speaks clearly to colleagues and listens carefully to colleagues, using questions to check understanding
- Is tactful when talking to others
- Treat all colleagues in a courteous and helpful manner, challenging racism and discriminating behaviour.
- Attend and participate in relevant meetings as required. Participate in training and other learning activities and 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. To demonstrate an understanding of and a commitment to the School/Academy's Equal Opportunities policies and to the standards of customer care.
- 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.
- Duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Key Accountabilities and Result Areas:

Safeguarding

Key Elements:

This will involve:

- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children.

Green Statement

This will involve:

- Seek opportunities for contributing to sustainable development of the borough, in accordance with the School/Academy's Green Commitment. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection

This will involve:

- Being aware of the School/Academy's legal obligations under the Data Protection Act 2018 (the "2018 Act") and the EU General Data Protection Regulation ("GDPR") for the security, accuracy and relevance of personal data held, ensuring that all administrative and financial processes also comply.
- Maintaining customer records and archive systems in accordance with departmental procedures and policies as well as statutory requirements.
- Treating all information acquired through employment, both formally and informally, in accordance with the **Workforce Data Protection Policy**.

Confidentiality

This will involve:

- Treating all information acquired through employment, both formally and informally, in confidence.

There are strict rules and protocols defining employee access to and use of the School/Academy's databases. Any breach of these rules and protocols will be subject to disciplinary investigation. There are internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Key Accountabilities and Result Areas:

Equalities and Diversity

Key Elements:

This will involve:

The School/Academy has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge racism, prejudice and discrimination. This includes respecting and valuing the different experiences, ideas and backgrounds others can bring to work and to teams.

Customer Care

This will involve:

- Able to demonstrate a commitment to the School/Academy's Customer Care Policy.

Health and Safety

This will involve:

- Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users 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.

To contribute as an effective and collaborative member of the School Team

This will involve:

- To participate in training to be able to demonstrate competence.
- To participate in first aid training as required.
- Participating in the ongoing development, implementation and monitoring of the service plans.
- Championing the professional integrity of the School service
- Supporting Customer Focus, Best Value and electronic management of processes.
- Actively sharing feedback on School policies and interventions

Person Specification

Job Title:

St Thomas Becket Breakfast Club & after-school club leader

Essential knowledge:

- Understanding of relevant policies/codes of practice and awareness of relevant legislation.
- Commitment to and understanding of Equal Opportunities.
- Basic understanding of child development and learning.

Essential skills and abilities:

- Confidence in dealing with young people, maintaining discipline, motivation and ensuring well being of children including acting on bullying.
- Excellent communication skills together with the ability to communicate fluently in English to fulfil the requirements of the post*
- Displays commitment to the protection and safeguarding of children and young people.
- Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to maintain confidentiality at all times.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Ability to promote school when talking to visitors, colleagues and members of the community.
-

Essential experience:

- Working with or caring for pupils of relevant age.

Special conditions:

- Good time keeping and attendance.
- Enhanced DBS check