

Post Title Wrap Around Care Leader
Salary £9:00 per hour Living wage
Working pattern 7.45-8.45am daily
and/or
3.30-5.30pm daily
Term Time Only

Responsible to School Business Manager

Closing date: 7th December 2018

Interviews 11th December 2018

The Ideal Candidate

The ideal candidate will have experience of leading similar clubs/sessions for primary school children and will have a food hygiene qualification and first aid training. They will understand the aims and ethos of West Newcastle Academy and work as part of the WNA team to support all children in achieving their best.

Job Purpose

To carry out the professional duties of a Breakfast Club or After School Club Leader as circumstances may require and in accordance with the school's policies under the direction of the School Business Manager.

Breakfast Club/After School Care

- Plan sessions for children who attend ensuring they are engaged in appropriate activities each session. Support children with any homework they may have
- Set up a welcoming environment for children and other adults
- Be responsible for keeping a daily register and providing feedback for staff/parents about children's eating habits and experience
- Be responsible for ensuring children are signed in and out of school appropriately
- Provide support for individual pupils to enable them to fully participate in activities
- Provide regular feedback about the children to other staff
- Audit and produce a weekly 'shopping list' for the catering team for breakfast materials/sandwiches
- Prepare and serve appropriate, simple food
- Serve children and encourage good table manners
- Ensure food is stored appropriately at the end of each session and that crockery, tables and the kitchen space is left clean and tidy
- Audit foodstuffs and check 'use by' dates
- Be responsible for all resources and produce a regular audit and spending suggestions to SBM
- Fully adhere to and promote WNA Safeguarding Policies
- Demonstrate awareness of health and safety, equal opportunities and ensure positive behaviour strategies in line with WNA's policies and procedures

- operate at all times within the stated policies and practices of WNA
- Establish effective working relationships and set a good example through presentation and personal and professional conduct
- Endeavour to give every child the opportunity to reach their potential and meet high expectations
- Co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and pupils
- Take responsibility for own professional development and duties in relation to school policies and practices
- Liaise effectively with parents and governors

This job description may be amended at any time following discussion between the headteacher and member of staff, and will be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

PERSON SPECIFICATION

Essential

1	Experience of working with children
2	Able to use language and other communication skills that children can understand and relate to.
3	Able to empathise with the needs of children and in particular able to establish positive relationships with pupils.
4	Able to consistently and effectively implement agreed behaviour management strategies.
5	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to pupils' needs
6	Able to work within and apply all relevant school policies
7	Able to work effectively as part of a team
	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline. ▪ able to work in partnership with other agencies
8	Working towards Level 2 Basic Skills (Literacy and Numeracy) or equivalent competency (or already at this level)

9	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
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Desirable

1	Experience of supporting children in a similar environment
2	Food Hygiene qualification
3	First Aid Training

Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced DBS clearance
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)

To Apply:

Applications are only accepted on an application form. CVs are not accepted. Contact the school directly for an application form.

The school is strongly committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to obtain an Enhanced Certificate of Disclosure from the DBS and a range of other recruitment checks.

As this post involves working with children, vulnerable adults or dealing with sensitive information, written references will be taken up and made available to interviewers before the final selection stage; even if you indicate otherwise.