Cheviot Learning Trust

Whittonstall First school
Wrap Around Care Manager

Recruitment Pack

The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About Whittonstall First school

Whittonstall First School is a small rural school providing education from Nursery to Year 4. There are currently 69 pupils taught in mixed age year groups. We are part of the Cheviot Learning Trust and work closely with other schools to ensure the quality of provision is the highest possible for all of our pupils. The school has a wide catchment area with up to 75% of our pupils travelling from outside catchment. The majority of pupils move onto Corbridge Middle School at the end of Year 4.

Our school has a strong family ethos and a wonderful community feel. Our staff work hard to making learning challenging yet fun, and seek to develop strong links between staff, parents, governors and the wider community.

Within our school you will find a happy, welcoming, stimulating environment providing high standards of education, valuing the efforts of the individual, fulfilling the learning potential of all pupils and promoting equal opportunities. We promote learning for life and encourage children to learn no matter where they are, inside or out! We believe in developing the "whole" child and work hard to nurture, encourage, support and extend all of our children to achieve.

Our approach encourages children to develop positive attitudes and an enthusiasm for learning. We are delighted that our children leave equipped with super initiative, self-discipline, high self-esteem and independence! Forest school and the outdoors are big parts of our curriculum,

OFSTED inspected in November 2022 and said: "Leaders have created a warm and welcoming ethos at Whittonstall First School. The whole school community is at the centre of the school's vision. Pupils enjoy coming to school every day. They are proud of their work and the friendships they make."

"Leaders have high expectations and ambitions for all pupils, including pupils with special educational needs and/or disabilities (SEND)."

"Leaders, governors and staff are very proud of their school and its achievements. Successful curriculum development is evident."

Job Advert

Wrap Around Care Manager

Permanent Contract
Part Time/Term Time only
Variable hours contract range 15-25, initially 25 hours per week

Band 4 point 7 to point 11
£25,584 to £27,269 FTE per annum
(Pro Rate: £14,487 - £15,441 based on 25 hours per week)

The working pattern will be: Monday - Friday 7:15am - 9:00am and 15:00pm - 18:15pm.

We are looking to appoint an enthusiastic and highly motivated Wrap Around Care Manager to support our successful wrap around care team. This position will start on Monday 3rd March 2025 (or as soon as possible thereafter).

Whittonstall First School is a successful small, inclusive school set in a beautiful rural location. We have enthusiastic and friendly pupils, together with dedicated and hardworking staff and governors. Further information about the school can be found on our website.

Whittonstall First School is proud to be part of Cheviot Learning Trust which comprises of 18 schools, and we work closely with our partnership schools to provide the very best educational experience for all pupils.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed. This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found here. An online search will be carried out on shortlisted candidates, prior to interview.

The successful candidate must:

- Level 3 or above qualification included in the Early Years Qualifications List (EYQL), as recognised by the Department for Education;
- Have some experience of meeting a range of Special Educational Needs;
- Have recent experience of working with childcare;
- Have confidence in their own literacy and numeracy skills;
- Experience of working closely with parents;
- High expectations of themselves and others;
- Enthusiasm, flexibility and resilience and
- Have a sense of humour.

In return we can offer an exciting opportunity to be a part of our nurturing community.

Informal discussions or visits to the school prior to interview are encouraged. Please contact Katie Jacobs, Executive Headteacer to arrange a visit. Tel: 01207 560325

Application forms can be downloaded here. A curriculum vitae will only be accepted alongside an application form.

Completed applications should be returned directly to the school to Katie Jacobs, Executive Headteacher via email: admin@whfs.cheviotlt.co.uk

Closing Date: **12 noon on 14th February 2025**
Interview Date: **19th February 2025**

Job Description

Job Title: Wrap Around Care Manager
Responsible to: Head Teacher/School Business Manager
Job Purpose: To provide safe, high-quality wraparound school care for children (eg 3 – 9) years of age.

Duties and key result areas:
The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

- To work with the line manager and/or headteacher on planning and to ensure there are sufficient resources for, relevant play opportunities, appropriate to the needs, interests and developmental stage of each individual child.
- To deliver pre-planned play opportunities, appropriate to the needs, interests and developmental stage, of each individual child, maintaining and providing clean and safe resources for use at all time.
- To ensure any child protection/safeguarding concerns are acted upon immediately and appropriately by informing the designated person in line with the school's safeguarding reporting procedures.
- To be responsible for ensuring the provision's records are accurately completed, reported to the appropriate person and safely stored eg daily registers and accident forms and all other administrative and all other organisational needs of the provision, liaising with the school admin team, as appropriate.
- To work with line manager and/or headteacher to ensure appropriate systems for observing and/or assessing children's progress and achievements are in place, and to be responsible for ensuring that these are undertaken regularly and effectively and recorded correctly.
- To lead, manage and direct out of school club employees and volunteers to deliver high standards and results and to be responsible for the day to day supervision of staff.
- To support and work with senior leaders on other club employee HR processes including recruitment and appraisal.
- To liaise with line manager and/or headteacher to ensure that all legal and statutory requirements are implemented and provide relevant reports, as required.
- To work with line manager and/or headteacher to provide up-to-date risk assessments for out of school club employees and volunteers, and to implement and monitor these to ensure a healthy, safe and secure environment.
- To be responsible for communicating with team members and parents to ensure that relevant information is received and shared including feedback on child health conditions, activities carried out and child well-being.
- To be responsible for ensuring that refreshments are purchased and served that meet the required standards of hygiene, health and safety.
- To support the line manager/headteacher in ensuring the club meets the standards set by OSFTED for out of school provision.
- To work within the agreed policies and procedures to ensure a safe environment for children, staff and others. This includes the practice of regular fire drills.

Completing an Application Form

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google Doc

Without a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form in Microsoft Word

Job Description Continued

- To administer first aid as appropriate and ensure all incidents are reported and recorded appropriately.
- To ensure the club is set up and resources tidied away each session.
- To maintain complete confidentiality regarding any information gained within the job role, including information about the children, their families or other staff.
- To undertake statutory training as required and additional training as agreed to meet continuous professional development needs.
- To undertake any other reasonable duties commensurate with the grading of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Person Specification

Essential	Desirable	Assess by
Knowledge and qualifications		
• Level 3 or above qualification included in the Early Years Qualifications List (EYQL), as recognised by the Department for Education (For managers appointed on or after 1 January 2024, a suitable (as defined in the Early Years Qualification Requirements and Standards document) level 2 or above qualification in maths, or an agreement to achieve this within two years of starting in the position.) • Evidence of child protection training. • Current paediatric first aid certificate. • A good knowledge and understanding of health and safety requirements. • Willingness to undertake further training, as required to keep up to date with current good practice. • Good literacy skills. • Good numeracy skills. • For appointments on or after 1 January 2024 the successful applicant must have already achieved a suitable level 2 qualification in maths or must do so within two years of starting in the position.	Food Hygiene certificate	A, I
Experience		
• At least 2 years' experience of either working in an early year setting, or other suitable experience. • Experience of supervising staff.		A, I
Skills and Competencies		
• The ability to lead and manage staff to deliver high standards and results. • The ability to plan and implement an out of school curriculum. • Sound understanding of child development and of children's needs. • Ability to communicate and liaise effectively with a wide range of people; both professional and members of the local community. • The ability to work as part of a team and on own initiative as appropriate. • Commitment to and understanding of equality, diversity and inclusive practice. • Reliable and enthusiastic.		A, I, T

Person Specification Continued

Physical, mental and emotional demands		
• A professional approach and calm manner in all situations – a role model at all times. • Ability to prioritise and be adaptable/flexible in approach. • Ability to create and maintain a stimulating and enjoyable environment. • An adaptable/flexible approach. • Ability to create and maintain a stimulating and enjoyable environment. • Maintain confidentiality.		I, R
Other		
• Motivation. • A commitment to young children and families. • A commitment to the provision of a high quality service and achieving customer satisfaction. • A satisfactory Enhanced DBS check which confirms suitability to work with children. • Health clearance for role.		I, R

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (p) presentation, (o) others e.g. case studies/visits

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Contact us
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