

JOB DESCRIPTION

Job Title:	Wrap Around Care
School:	Pluckley Church of England School
Location:	Pluckley, Ashford, TN27 0QS
Reporting To:	Headteacher
Key Internal Relationships:	Pupils, Parents, School Leadership

Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element of an application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

Job Purpose

- Work inline with the school ethos and the trusts' vision. To manage the day-to-day running of the wrap around care provision (Breakfast and After School clubs) to ensure the safety and wellbeing of pupils while providing an engaging, inclusive environment.

Duties and Responsibilities

Operational Management

- Manage the day-to-day running of the wrap around care clubs.
- Ensure the safety and wellbeing of all pupils in your care at all times.
- Ensure all pupils and staff follow relevant school and trust policies and procedures.
- Maintain high standards of service and hygiene within the club environment.
- Duties and Responsibilities

Activity Leadership

- Initiate positive play and encourage age-appropriate activities.
- Prepare and oversee activities that allow children to learn through play and physical movement.
- Create a purposeful and inclusive environment for all children

Team Leadership

- Lead and support a team of staff to deliver high-quality care.
- Foster a friendly and supportive environment where everyone is committed to a work-life balance

Professional development

- Take part in the appraisal and professional development of others, where appropriate.

Working with colleagues and other relevant professionals

- Collaborate and work with colleagues and other relevant professionals within and beyond the school/trust.
- Work as a team member and identify opportunities for working with colleagues and sharing the development of effective practice with them.

Personal and professional conduct

- Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside the trust.
- Have proper and professional regard for the ethos, policies and practices of the trust, and maintain high standards of attendance and punctuality.
- Understand and act within the statutory frameworks setting out professional duties and responsibilities.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the **ROLE** will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
Qualifications, Training and CPD		
Willingness to participate in ongoing CPD and induction training	E	Application
Knowledge, Skills and Attributes		
Ability to manage the day-to-day running of a childcare setting	E	Application & Interview
Knowledge of relevant safeguarding policies and procedures	E	Application & Interview
Resourceful and creative approach to children's learning through play	E	Application & Interview
Ability to promote inclusion and acceptance of all pupils	E	Application & Interview
Personal Qualities		
A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school and the trust.	E	Application & Interview
Resilient, passionate, and committed to our mission, ensuring every child, whatever their background, receives a high quality education.	E	Application & Interview
A positive outlook, integrity, flexibility and energy to persevere and succeed.	E	Application & Interview
Ability to work under pressure and prioritise effectively.	E	Application & Interview
Commitment to maintaining confidentiality at all times.	E	Application & Interview
Good communication skills – written and verbal.	E	Application & Interview