



Job Description

Job Title: Wraparound Leader

Salary: Band H, SCP 14

Responsible to: Head Teacher

We are looking for a dynamic and inspirational person to lead our wraparound provision.

As Wraparound Leader, you will work with children over the whole age range (3-11years) as part of a team under the general direction of the Headteacher, who will be responsible for the overall policy and educational programme and for matters of control and discipline.

Responsibilities

- Working closely with the Headteacher to provide a strategic vision for the provision.
- Working closely with the Headteacher to monitor the quality of the provision.
- Provide high quality provision for the school and ensure safeguarding of children is met at all times.
- Communicate with parents/carers on a regular basis to ensure a strong home/school partnership.
- Responsibility for implementing the school's safeguarding procedures and to attend all safeguarding training provided by the school.
- Understanding the school's Health and Safety procedures and take responsibility for ensuring that these are implemented and monitored.

Teaching and Learning

- Delivering (with a team of staff), high quality play opportunities within a safe and caring environment for all pupils, including those with SEND.
- Planning activities for the wraparound provision.
- Following the school's Pupil Behaviour and Discipline Policy.
- Following the school plan for evacuation in the event of a fire, in line with the school policy.
- Monitoring and ensuring all children's medical needs are met, consent forms are collated and medicines are stored securely. Knowledge of dealing with children who have allergies that may need treatment from an Epipen.
- Providing comprehensive care for the children, including taking them to the main office and delivering them safely to their parents, ensuring all children are signed out of school.

Administrative Duties

- Take responsibility for the organisation, activities and marketing (creation of booklets and letters).
- Take responsibility for compiling daily attendance registers for the wraparound provision.
- Liaison with relevant school staff (teachers, teaching assistants, SENCO, business manager and office staff).

Supporting the School

- Being aware of and adhering to, all school and Trust policies and procedures involving Safeguarding and Child Protection, Staff Code of Conduct, Health and Safety, Site Security, First Aid, General Data Protection Regulations, Behaviour and the curriculum.
- Being aware of confidential issues linked to home/pupil/teacher/school and to keep confidences where appropriate.
- Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities of the post, as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated in the job description in specific terms.