

MATRIX ACADEMY TRUST
Job Description – Primary Wrap Around Club Worker

Arrangement:	Part Time 17.5 Hours a week Monday to Friday 39 Weeks (term time only)
Salary:	Scale Group 2 Spine Point 5-8 £9,424 (FTE £23,165)
Responsible to:	Headteacher and SLT
Responsible for:	To be responsible for the development and daily supervision of the Wrap Around Club providing a safe, caring and stimulating environment for children.
Main Purpose:	<ul style="list-style-type: none"> • To be responsible for the development and daily supervision of the Wrap Around Club providing a safe, caring and stimulating environment for children. • To work in partnership with parents and carers, and to promote the wellbeing of the children. • To develop, implement and review the procedures and practices within the Wrap around club
Main Activities:	<ul style="list-style-type: none"> • Undertake the daily supervision of the Wrap around club, developing and maintaining high standards throughout to ensure the welfare of the children at all times. • Ensure children have access to appropriate activities to support their physical, emotional, social and intellectual development. • Maintain the Wrap around club to an agreed standard of cleanliness and hygiene and be responsible for all Health and Safety matters in the Wrap around club to ensure the safety and wellbeing of all those who use and work in the Club. • To record any accidents/incidents occurring during the Wrap Around session and to inform SLT who will inform parents/carers as necessary. • Collaborate with relevant staff to suitably equip the Wrap Around Club in order to provide a stimulating environment for the children. • Maintain up to date registers of children attending and follow safeguarding procedures at all times. • To deal with any immediate problems or emergencies arising according to the school's policies and procedures. • To report back to the appropriate member of staff using the school's agreed referral procedures on the behaviour of pupils during the Wrap around club, or any other issues that may be relevant. • To promote and reinforce school policies, practices, and procedures, including an understanding of child protection and health and safety responsibilities. • The post holder will be expected to act as an adult role model and support school policies when dealing with pupils, parents, carers, visitors and all members of the school community

<ul style="list-style-type: none"> • Other Support to the Trust: 	<ul style="list-style-type: none"> • Actively participating in the Performance Management process within the trust. • Developing and understanding of trust policies and procedures, complying with their contents and raising concerns in a timely manner • Identify personal training needs and participate in training and performance development whenever required • Be aware of, support and ensure equal opportunities for all • Contribute to the overall ethos/work/aims of Matrix Academy Trust • Appreciate and support the role of other professionals • Attend and participate in relevant meetings as required • To undertake any other duties appropriate to the grade of the post. • In addition to the above the post holder must be committed to safeguarding and promoting the welfare of children and young people • To undertake any duties reasonably directed by the Headteacher
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: Date:

Postholder Signature: Date:

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Person Specification – Primary Wrap Around Club Worker

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
Qualifications		
Childcare qualifications e.g. Level 2 or 3 Supporting Teaching and Learning	D	A
Basic literacy and numeracy qualifications/skills	E	A/S/I
First Aid (or willing to be trained)	E	A
Experience and Knowledge		
Ability to complete basic routine forms e.g. First Aid, Registers	E	A/I
Ability to use basic equipment e.g. photocopier	E	I
Experience of working with children and assisting them with activities	E	A/I/S
Understanding the importance of the health and safety procedures	E	A/I
Understanding how to support child development	E	A/I/S
Understanding how to implement the school's behaviour management and safeguarding policy	E	A/I/S
Practical Skills, Personal Qualities and Behavioural Attributes		
Ability to work effectively with other colleagues	E	A/I/S
Good organisational skills	E	A/I/S
Ability to follow management instructions	E	A/I/S
Understand procedures and legislation relating to confidentiality	E	A/I/S
Willing to participate in professional development opportunities to support your role	E	A/I/S
An open, honest and active listener	E	A/I/S
An ability to remain calm when under pressure	E	A/I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	A/I/S
Excellent inter-personal skills, with both children and adults	E	A/I/S
Committed to the needs of the pupils, parents and other	E	A/I/S