

**ROLE:** Wrap Around Care and Pastoral Support Co-Ordinator

**SCHOOL:** Bishop Aldhelm's CE Primary School

**HOURS:** 40 Hours per week

**SALARY:** Grade F (£21074-£23111) PRO-RATA

**CLOSING DATE:** 6<sup>th</sup> February 2019

**INTERVIEW DATE:** 12<sup>th</sup> February 2019

**START DATE:** 18<sup>th</sup> March 2019

**Term Time only including Inset Days**

**JOB/PERSON SUMMARY:**

**Holidays cannot be taken in term time**

We invite applications for the post of Wrap Around Care and Pastoral Support Co-Ordinator to join our forward-thinking, very popular school.

Bishop Aldhelm's Primary School is a school with high expectations and standards. We are seeking to appoint a dynamic, committed and inspiring Wrap Around Care and Pastoral Support Co-Ordinator to join our hard-working, dedicated, happy team of staff and children.

We are looking to recruit a colleague who can enhance our provision and who is committed to making the 'school experience' engaging, enjoyable and meaningful for primary-aged children. The role will focus on the enrichment of our children's time at Bishop Aldhelm's, both in and out of school hours. This will include the management of before and after school provision at the Lookout Club. You will be required to lead and co-ordinate the operation of the Lookout Club, ensuring it is fully compliant with current legislation, interacting with parent/carers and handling confidential information with discretion.

During the school day the successful applicant will also work closely with our Family Support Worker to support our children with their readiness for learning.

Applicants must be Pediatric First Aid, Safeguarding Level 3 trained and hold a Food Hygiene certificate (or be prepared to undertake this training). On appointment you will be required to work 40 hours per week either from 7.30am – 4.30pm or 9.15am – 6.15pm (as outlined in the job description).

You will need to:

- Be creative in your approach
- Work well as part of a team as well as independently and be able to use your initiative
- Have excellent communication skills with children, staff and parents
- Have experience with working with children with additional needs.

We can offer you:

- Fantastic children who are a pleasure to work with
- A supportive and caring staff team who look out for each other
- Access to regular CPD
- Access to a wide range of resources.

We are looking to recruit a colleague who could enhance our provision and who is committed to making the 'school experience' engaging, enjoyable and meaningful for primary-aged children.

We are seeking an enthusiastic and excellent Manager. Their precise deployment will depend on children's needs and will vary over time thus flexibility and an appreciation that their role is focused on securing pupil progress rather than necessarily being based in one classroom on a constant basis are essential qualities.

In July 2015 OFSTED judged our school to be Good. Behaviour and safety is outstanding. In November 2016 our SIAMS Inspection judged our school to be Outstanding.

Visits to the school are warmly encouraged and can be arranged by contacting Mr Scott Tait (Headteacher) via the school office.

Bishop Aldhelm's is part of the Hamwic Education Trust.

#### **APPLICATION PROCEDURE:**

Should you wish to apply for this vacancy, please view the job description and complete the application form which can be found at [www.hamwic.org](http://www.hamwic.org) and return to [office@bishopaldhelms.poole.sch.uk](mailto:office@bishopaldhelms.poole.sch.uk) or alternatively post your application to Bishop Aldhelm's CE Primary School, Winston Avenue, Branksome, Poole, Dorset, BH12 1PG.

#### **THE GREENWAY PARTNERSHIP**

The Greenway Partnership is part of an umbrella Trust called the Hamwic Education Trust. At the Hamwic Education Trust we offer unique opportunities for those individuals that excel in education.

We aim to deliver an outstanding education to our pupils and to do so we must employ **outstanding** people.

We offer a training pathway for all employees including teachers, support staff and our middle and senior leaders.

Our staff have opportunities to work on cross phase projects and to work in other schools within the Trust in order to gain invaluable experience and enhance their skills.

**All schools with the Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.**

**We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**