



JOB DESCRIPTION

Job Title:	Wrap Around Care and Pastoral Support Co-ordinator	
School:	Bishop Aldhelm's CE Primary School	
Salary Grade:	Grade F (£21074-£23111) PRO-RATA	
Hours:	<p>40 Hour per week</p> <p>39 Weeks A Year</p> <p>Holidays not to be taken in term time</p> <p>Shifts:</p> <p>Monday - 7.30am – 4.30pm</p> <p>Tuesday - 9.15am – 6.15pm</p> <p>Wednesday - 7.30am – 4.30pm</p> <p>Thursday - 9.15am – 6.15pm</p> <p>Friday – 9.15am – 6.15pm</p>	<p style="text-align: center;"><u>Shifts</u></p> <p>a) 7.30am – 4.30pm Shift</p> <p>7.30am – 9.15am Lookout Club</p> <p>9.15am – 3pm Pastoral Support</p> <p>3pm- 4.30pm Lookout Club</p> <p>b) 9.15am – 6.15pm Shift</p> <p>9.15am – 9.45am Lookout Club</p> <p>9.45am – 3pm Pastoral Support</p> <p>3pm- 6.15pm Lookout Club</p>
Responsible to:	Head Teacher	
Responsible for:	Breakfast/After School Club Leaders/Assistants	

Main Job Purpose

- 1) In line with the school's values, ethos, policies and procedures, the post holder will plan and deliver high quality Lookout Club leadership.
- 2) Lead, operate, maintain and develop the administrative procedures and systems of the Lookout Club, in co-operation with the Head Teacher.
- 3) Ensure compliance with Hamwic Education Trust and other statutory reporting requirements, including undertaking data entry/analysis and recording.
- 4) To have full knowledge of the statutory framework around before/after school provision, including catering provision, and ensure the school is fully compliant with current legislation.

- 5) Provide support, encouragement and pastoral care to pupils at the school.
- 6) Work with a range of stakeholders, Family Support Worker, parents, support staff, outreach agencies and other schools to ensure the continuity and progress of individual pupils, especially with regard to self-esteem.

Main Responsibilities and Duties

Enrichment Support:

- 1) Work with Family Support Worker and Inclusion Leader to develop a strategy for pupils refusing to attend or excluded from class.
- 2) Respond to conflicts and situations as they arise. Defuse situations and develop strategies for those involved in conflict.
- 3) Work with small groups on identified issues such as self-esteem, friendship issues, behaviour, bullying etc.
- 4) Develop a self-referral system for pupils e.g. a listening ear, and/or a peer support initiative.
- 5) Be able during lunch and break times to deal with immediate situations as they arise. However, as the role develops, the post holder may see the need or value of starting and facilitating lunchtime clubs.
- 6) Develop ideas and explore the possibility of an activity day/week during the school year.
- 7) Ensure children at the after-school club are provided with a balanced snack.
- 8) Welcome the children, collect money and take the register.
- 9) Ensure pupils have a snack in a safe, hygienic way, promoting good manners and healthy eating.
- 10) Manage the administration of bookings; provide efficient and effective administrative support to ensure the smooth operation of Lookout Club bookings.
- 11) Liaise with parents/carers about the personal and social wellbeing of the pupils attending the school club.
- 12) Engage in reviewing the quality of provision which promotes and reinforces children's self-esteem.
- 13) Regularly report the progress of the club to the Headteacher.
- 14) Take responsibility for organising and implementing activities with groups of children to ensure their safety and their physical, emotional and educational development.
- 15) Use ICT systems and programmes to produce reports, monitor bookings and outstanding balances, and to write letters of communication for parents when required.
- 16) Encourage children to help tidy up at the end of the session.
- 17) Be responsible for ensuring that food/equipment orders are made in good time.

- 18) Be responsible for the safe use and storage of equipment, ensuring maintenance schedules are set up and adhered to.
- 19) To be fully Safeguarding trained and to make a commitment to being accessible should any safeguarding issue or other concerns arise at the Lookout Club. To ensure when organising a rota that someone is trained in Safeguarding to a level to deputise in your absence and to liaise with the Head Teacher and Safeguarding Leader as/if applicable.
- 20) To manage and organise timetables to ensure (a) a fully Safeguarding trained member of staff is always timetabled to be present at the club (b) a First Aid trained member of staff is always timetabled to be present in the Club; to organise staff cover in the event of absence, ensuring the correct pupil to staff ratio is maintained.
- 21) To ensure all Lookout Club staff certificates (Safeguarding/Health and Safety/First Aid/Food Hygiene) remain up to date.
- 22) To maintain the relevant Lookout Club section of the school website.
- 23) To strive for outstanding practice in the Lookout Club.
- 24) To be accountable to governors for the Lookout Club.
- 25) Support the school's fire and emergency procedures by being familiar with the instructions for staff and children, located in all of the teaching areas, and take appropriate action should the need arise.
- 26) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensure that the school office is informed.
- 27) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 28) Comply with all decisions, policies and standing orders of the school and the Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 29) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

School Staff:

- 30) Meet regularly with the Headteacher and/or Family Support Worker, and with those involved in the pastoral structure of the school.
- 31) Liaise on the school's behalf when difficulties arise with families.
- 32) Liaise with staff when arranging to meet with pupils, with sensitivity to the educational ethos of the school.
- 33) Be available for members of staff who may face differing pressures at school and home.
- 34) Participate in school review meetings and in-service training (INSET) days to help develop and define school policies regarding pastoral care, behaviour, pupil support etc.

Outside Agencies:

- 35) Develop the school's links to members of the community with regard to helping the school.
- 36) Liaise with the school nurse, Education Welfare Officer (EWO) and other pastoral services within the school to develop a united strategy when tackling different issues.

School Pyramid:

- 37) Aid entrance of pupils into feeder schools.
- 38) Visit feeder schools and develop methods that will help the new intake of pupils.

Other duties:

- 39) Support the school's fire and emergency procedures by being familiar with the instructions, located in all teaching areas, for staff and pupils – and take appropriate action should the need arise.
- 40) Support the school's security procedures by challenging anyone on the premises without a school visitor ID badge and ensuring that the school office is informed.
- 41) Retain the confidentiality of all aspects of school life.
- 42) Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- 43) Comply with all decisions, policies and standing orders of the school and the Hamwic Education Trust; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 44) Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.

Supervision and Management of People

- 45) Some supervisory responsibility for temporarily-assigned or shared employees, including on-the-job training or the allocation and checking of work for quality and quantity. For example, line management responsibility, including recruitment, induction, appraisal and minor disciplinary matters; major disciplinary matters are the responsibility of the Headteacher.

Knowledge and Skills

- 46) The post holder will undertake a variety of advanced tasks that require detailed knowledge and skills, including caring, communication and interpersonal skills, behaviour management, and child protection issues.
- 47) Food hygiene certificate required.
- 48) Safeguarding and First Aid trained.

- 49) Experience of working in a school or similar establishment.
- 50) Excellent interpersonal skills and an ability to communicate well with pupils.
- 51) An understanding of the elements of a healthy snack.
- 52) Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity.
- 53) Good level of knowledge of computer applications including Word, Excel, PowerPoint, and financial management systems or the ability to learn such specific systems.
- 54) An understanding of the school's behaviour management policy and procedures and an ability to implement them.
- 55) Good understanding of Child Protection issues.

Creativity and Innovation

- 56) Creativity and innovation are an essential feature of the post. The post holder will design materials and training sessions.
- 57) Creativity will be needed in the design of healthy snack menus, and in creating stimulating activities for the pupils to engage in.
- 58) The post holder may be required to create spreadsheets, documents and presentations for word processing and data entry and analysis purposes.
- 59) The post holder will develop solutions for individual pupil issues, and also develop school policies.

Contacts and Relationships

- 60) There is a high level of interaction with individual and groups of pupils. Relationships will be managed within agreed policies and procedures. There is some scope for dealing with issues where the outcome may not be straightforward.
- 61) General contact with other school staff over general routine issues and reporting on any incidents during the period to the teacher or Headteacher.
- 62) Liaising with parents/carers about personal and social wellbeing of the pupils attending the Lookout Club.

Decisions

- 63) The work is carried out within the school's clearly defined policies and procedures. Decisions may be made relating to activities and menus; these will be chosen from a range of established alternatives.
- 64) The post holder will need to exercise discretion in referring problems to a senior member of staff.

Resources

- 65)** Be responsible for the proper use and safekeeping of kitchen equipment used in the preparation of food.
- 66)** Be responsible for that ensuring that pupils safely and carefully use crockery and cutlery during the mealtime period.
- 67)** There may be some responsibility for managing a small budget and handling small amounts of cash.

Work Environment

- 68)** The post holder may be required to deal with routine issues which arise but which will not involve any significant change to the programme.
- 69)** The postholder may be required to exert moderate physical effort, as some movement of furniture may be required.
- 70)** The post holder will be expected to challenge behaviour of pupils, and may be required to attend to a pupil with soiled clothing due to sickness or toileting problems.

Date: January 2019