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Book Week 2019

APPOINTMENT OF WRAP AROUND CARE MANAGER

SCHOOL	The Hayes Primary School
TELEPHONE	020 8660 4863
WEBSITE	www.thehayesprimaryschool.co.uk
SCHOOL SIZE	NOR 418 pupils
SALARY RANGE	Salary: Grade 3, £21,591 - £21,981 FTE (pro rata).
HOURS	23 hours and 45 minutes a week (46.2 weeks a year) 7.30am – 8.45am and 2.30pm – 6.00pm
CONTRACT TYPE	Part Time
CONTRACT TERM	Permanent Contract (subject to a satisfactory 6 month probation).
REPORTING TO	Assistant Head Teacher (Ms Lisa Saunders)
START DATE	ASAP

SELECTION ARRANGEMENTS - THE PROCESS

Thank you for your interest in the post of **Wrap Around Care Manager** at The Hayes Primary School.

You can download an application form from our website:

<http://www.thehayesprimaryschool.co.uk/vacancies/>

Please forward your completed application form and supporting statement via email to Miss Claire Slade:

head@hayesprimary.croydon.sch.uk

If you are shortlisted, you will be contacted with further details prior to interview. If you are unsuccessful, we will also inform via email.

CLOSING DATE: Friday 15th November 2019, 12pm. INTERVIEW DATE: Thursday 21st November 2019

Please be aware that as the applicant you are responsible for ensuring that your application reaches us before the stated closing date as late applications will not be accepted. You also need to follow the application form carefully, providing a supporting statement that follows our Person Specification (please use the appropriate numbered statements as sub headings from the Person Specification).

REFEREES

In order to comply with the guidance on safer recruitment, you are requested to provide referees in line with the following guidance:

- References will be required pre interview – please advise referees.
- One reference from your current employer (the Head Teacher or from your University if you are not yet in employment) and one reference from your previous employer if employed by them within the last 5 years, otherwise one from another a suitable professional, preferably in education.

SAFEGUARDING CHILDREN

Prior to appointment, formal checks will be made in accordance with the current statutory requirements.



LETTER FROM THE HEADTEACHER



Hayes Lane, Kenley
Surrey CR8 5JN
T: 020 8660 4863
F: 020 8660 4870

Head Teacher: Claire Slade BA Hons QTS (Mus), NPQH
Email: head@hayesprimary.croydon.sch.uk

Deputy Head Teacher: Laura Olley BA Ed QTS Hons, NPQH
Email: deputy@hayesprimary.croydon.sch.uk

Office: admin@hayesprimary.croydon.sch.uk
Website: www.thehayesprimaryschool.co.uk

Dear Applicant,

I am delighted that you are interested in joining the team here at The Hayes Primary School as a Wrap Around Care Manager. I hope this pack will be of interest to you and look forward to receiving your completed application. The successful applicant will lead, manage and run our breakfast and after school club provision – approximately 60 pupils per session alongside an experienced team.

The Hayes is a happy, fun and dynamic primary school with high expectations of its pupils. We are a larger than average-sized school with a capacity of 420 pupils situated in Kenley. We have a large school field, large hall, ICT suite and swimming pool. We have a strong tradition in sport and the arts. Our vision is: *'Be the best we can be'* - and this is what we ask of our children and staff. All who work at our wonderful school are passionate about improving the life chances of pupils and their families and love making learning fun. For our children, an excellent education will make a defining difference in their lives- it is essential that we recruit staff who share this commitment and passion.

In January 2018, we had a GOOD Ofsted inspection, where Sir Robin Boshier in his report cited: **Vision and Values:** *'staff, parents and governors stated that your values have been influential in establishing a new direction and are appreciative that they are having a positive impact at home'*.

Our Pupils: *'pupils work hard with positive attitudes. Behaviour in lessons and around the school is very good. Pupils respect each other and collaborate well, they are kind and caring towards adults, visitors and each other, they take care with the presentation of their work and are proud of their progress. Pupils talk enthusiastically about their learning and are well motivated to do their best'*.

Curriculum: *'makes learning interesting, ensuring key skills are taught well. It provides pupils with a diverse education which broadens their minds and helps them to think critically about the world'*.

Leadership: *'you have brought about improvements that have rapidly made a positive impact by improving the quality of teaching and pupils' progress and outcomes. The governing body are fully committed to improving the school and work effectively with you. Parents are overwhelmingly positive and particularly cite the 'inspirational Head Teacher'*.

Safeguarding is effective: *'you rightly place a high priority on keeping pupils safe and this is permeating across your school community and creating a culture where everyone puts pupils' safety first'*.

As part of The Hayes team, you will work alongside friendly, social, passionate and committed colleagues to play an active role as our school develops further on the pathway to outstanding. You can expect from us a school dedicated to your professional learning and a supportive leadership team.

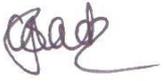


To get a feel for our wonderful, unique school please visit our website www.thehayesprimaryschool.co.uk to see the creative and fun learning that takes place. Come and join our amazing school!

I would love you to visit us and get a sense of what The Hayes is all about. Please call the office and make an appointment (0208 660 4863), you will be made very welcome.

I look forward to your application.

Yours sincerely



Miss Claire Slade
Head Teacher





WRAP AROUND CARE MANAGER JOB DESCRIPTION



Job Title	Wrap Around Care Play Leader (Breakfast Club and After School)		
School	The Hayes Primary School	Salary Range	Salary: Grade 3, £21,591 - £21,981 FTE (pro rata) for 23 hours and 45 mins a week). Outer London.
Contract Type	Part Time	Contract Term	Permanent (subject to a 6-month probationary period)
Hours	23 hours and 45 minutes a week (46.2 weeks a year)		
Responsible to: The Assistant Head Teacher and the Board of Governors of The Hayes Primary School			

Main purpose of the job

To organise, supervise and lead the Wrap Around Care team to: ensure the safe and appropriate supervision of pupils; organise appropriate range of activities for children between the age of 4-11 and provide a caring, secure environment, through individual attention and group activities.

Main Responsibilities and Duties

- To supervise and assist a team of play workers in our Wrap Around Care Provision (before and after school).
- To recognise that the quality of the Wrap Around Care has an impact on learning and on pupils' attitude to school.
- To be responsible for planning of Wrap Around Care facilities and activities, ensuring quality standards agreed are met (ie: art, sport activities, etc).
- To lead planning sessions (where appropriate) with staff team to ensure a planned approach to sessions, including allocation of resources, and liaison with parents/carers about themes as necessary.
- To ensure play workers have adequate support for preparing activities, organising programmes/ themes and arranging equipment.
- To consult with the children and involve them in the planning of activities.
- To interact positively with children to encourage them to engage in meaningful and constructive activities, and to deal with emergencies that may occur.
- To establish good relationships with children – interact positively, encouraging cooperation and mutual support; monitor children's well-being and readiness for class; provide help and support to children.
- To encourage good behaviour by using praise and reward and taking action with poor behaviour in line with school policy.
- To supervise children in collecting food, being seated, clearing away, moving to activities, in activity area and/or playground as appropriate.
- To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of the child and encourage involvement and support through effective working relationships.
- To build effective working relationships with others by being open and honest.
- To treat all colleagues in a courteous and helpful manner, challenging discriminating behaviours.
- To manage new bookings and keep a register of children attending and to carry out all administrative duties in accordance with the role, for example, medical forms, etc.
- To ensure health and safety of children – maintain a register of children attending, control access to other parts of the school, administer any necessary basic first aid, record all injuries in the accident book, ensure children understand action to be taken in case of fire. Ensure First Aid Box is available at all times.

- Attend and participate in relevant meetings as required. Participate in training and other learning activities and performance development as required.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To demonstrate an understanding of and a commitment to The Hayes Equal Opportunities policies and to the standards of customer care.
- To be responsible for own Health and Safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

The duties and responsibilities of the post may change over time as requirements and circumstances change. The person in the post may also be required to carry out such other duties consistent with the grade from time to time.

Green Statement: Seek opportunities for contributing to sustainable development of the borough. In particular, demonstrate good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in management of the service provision.

Data Protection: Be aware of responsibilities under the Data Protection Act 1984 for the security, accuracy and relevance of personal data held on such systems and ensure that all administrative and financial processes comply with this. To maintain client records and archive systems, in accordance with departmental procedure, policy and statutory requirements.

Confidentiality: Expected to treat all information acquired through your employment, both formally and informally, in strict confidence. There are strict rules and protocols defining employees' access to and use of the school's databases. Any breach of these rules and protocols will be regarded as subject to disciplinary investigation. There are also internal procedures in place for employees to raise matters of concern regarding such issues as bad practice or mismanagement.

Equalities: The Hayes has a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. It expects all employees to understand, comply with and to promote its policies in their own work, to undertake any appropriate training and to challenge prejudice and discrimination.

Health and Safety: Every employee is responsible for their own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.

To contribute as an effective and collaborative member of the school team

- *To participate in training to be able to demonstrate competence.
- *To participate in first aid training as required.
- *Participating in the ongoing development, implementation and monitoring of the service plans.
- *Championing the professional integrity of the School Service
- *Supporting Customer Focus, Best Value and electronic management of processes.
- *Actively sharing feedback on School policies and interventions.

Safeguarding Children and Safer Recruitment

The Hayes Primary School is committed to safeguarding and promoting the welfare of children and young people as required under the Education Act 2002 and expects all staff and volunteers to share this commitment.

An ENHANCED DBS check is required for this post.

This Job Description is subject to annual review and alterations may be negotiated to reflect the changing needs of the school.

Signed _____ (Head Teacher) Date _____

Signed _____ (Wrap Around Care Leader) Date _____



WRAP AROUND CARE MANAGER PERSON SPECIFICATION

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will also be used in the short listing and interview process for the post.

Essential	Desirable
<p>Skills, aptitude, knowledge and experience</p> <ul style="list-style-type: none"> • A minimum of two years' experience of caring for/working with children aged 4-11 • Experience of leading/managing a team of people • Knowledge of Ofsted requirements, the EYFS and other quality indicators • Understanding of child development and learning • Understanding of relevant policies/codes of practice and awareness of relevant legislation • Confidence in dealing with young people, maintaining discipline, motivation and ensuring well-being • A commitment to the provision of high quality childcare • A positive approach to learning and gaining new skills through teamwork and training opportunities • Good written and verbal skills for report writing (ie report in the HT report), maintaining child records and providing feedback to parents/carers and colleagues. 	<ul style="list-style-type: none"> • Experience in line managing staff, including involvement in induction, supervision, and appraisals
<p>Personal qualities</p> <ul style="list-style-type: none"> • Good organisational, record keeping and planning skills • Punctuality • Excellent communication skills, with children, colleagues, and parents/carers. • Patience, reliability and trustworthiness • A positive approach to inclusive practice, with children and colleagues • Enthusiasm for working with young children • Ability to work in small teams. 	<ul style="list-style-type: none"> • Flexibility – occasionally working hours might be changed.
<p>Qualifications</p> <ul style="list-style-type: none"> • Completion of a full and relevant early years and childcare or playwork qualification at Level 3 (eg. Level 3 Diploma for the Children and Young People's Workforce, Level 3 NVQ in CCLD, Playwork Diploma) • Completion of Safeguarding Awareness course (Group 2) within last 3 years – (where not holding Safeguarding Designated Officer role.) • A positive approach to gaining further qualifications • Some understanding of the importance of Health & Safety and Food Hygiene in the workplace. 	<ul style="list-style-type: none"> • Completion of a recognised Level 4 Playwork qualification, or be working towards completion • Health & Safety certificate • Pediatric First Aid certificate • Completion of other relevant courses
<p>An enhanced DBS check</p>	

Reports to: the Assistant Head Teacher



Recruitment and Selection Statement

The safe recruitment of staff in schools is the first step to safeguarding and promoting the welfare of children in education. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other workers in the school to share this commitment. It is recognised that this can only be achieved through sound procedures, good inter-agency co-operation and the recruitment and retention of competent, motivated employees who are suited to, and fulfilled in the roles they undertake.

This school recognises the value of, and seeks to achieve a diverse workforce which includes people from different backgrounds, with different skills and abilities. The school is committed to ensuring that the recruitment and selection of all who work within the school is conducted in a manner that is systematic, efficient, and effective and promotes equality of opportunity. Selection will be on the basis of merit and ability, assessed against the qualifications, skills and competencies required to do the job. The school will uphold its obligations under law and national collective agreements to not discriminate against applicants for employment on the grounds of age, sex, sexual orientation, marital status, disability, race, colour, nationality, ethnic origin, religion or creed.

The school will implement robust recruitment procedures and checks for appointing staff and volunteers to ensure that reasonable steps are taken not to appoint a person who is unsuitable to work with children, or who is disqualified from working with children, or does not have the suitable skills and experience for the intended role. The school will ensure that the terms of any contract with a contractor or agency requires them to adopt and implement measures described in this procedure. The school will monitor the compliance with these measures and require evidence that relevant checks have been undertaken for all workers deployed to the school.

The following pre-employment checks will be required:

- ✓ receipt of at least two satisfactory references- verification of the candidate's identity
- ✓ a satisfactory Disclosure and Barring Service (DBS)
- ✓ disclosure verification of the candidate's medical fitness
- ✓ verification of qualifications
- ✓ verification of professional status where required e.g. QTS status (unless properly exempted) the production of evidence of the right to work in the UK.

NB It is illegal for anyone who is barred from working with children to apply for, or work in a school in any voluntary or paid capacity.

The school will keep and maintain a single central record of recruitment and vetting checks, in line with Department for Education requirements.

The school requires all staff and volunteers who are convicted or cautioned for any offence during their employment to notify the school, in writing of the offence and penalty. All posts within the school are exempt from the Rehabilitation of Offenders Act 1974 and therefore all applicants will be required to declare spent and unspent convictions, cautions and bind-overs, including those regarded as spent and have an Enhanced Criminal Records Disclosure. A previously issued Disclosure and Barring Service Disclosure Certificate will only be accepted in certain restricted circumstances. The school is committed to ensuring that people who have been convicted are treated fairly and given every opportunity to establish their suitability for positions. Having a criminal record will not necessarily be a bar to obtaining a position. This will depend on the background, nature and circumstances of the offence(s). The school's recruitment procedure (pre-employment checks) outlines the considerations that will be taken into account when determining the relevance of a criminal record to the post.

The Disclosure and Barring Service has published a Code of Practice and accompanying explanatory guide. This School is committed to ensuring that it meets the requirements of the Disclosure and Barring Service in relation to the processing, handling and security of Disclosure information. A copy of the School's Safer Recruitment Policy is available from the school upon request.