



Application Pack

Wraparound Lead

Hours variable between 6-12



The Rivers
C.of E. Academy Trust

An extraordinary education for every pupil



Welcome

Thank you for taking the time to consider the role of a Wraparound Lead at Wychbold First and Nursery School. I am incredibly proud of our school and the welcoming and safe environment that we have created for our staff, pupils and parents. The Wraparound Lead plays a vital part in providing safe, engaging care beyond the school day. At Wychbold, we pride ourselves on our high standards and expectations of the whole school community and I look forward to hearing about how you can contribute to our extraordinary school.

Mrs H Lloyd-Davies.
Headteacher

Overview

Wychbold First and Nursery School is a first school and nursery located in Wychbold, Droitwich. It has 131 pupils from age 3 and 26 staff.

Established in 1972, the school joined The Rivers CofE Academy Trust in 2018.

Ethos

Wychbold First and Nursery School is a caring and warm school at the heart of the Wychbold community. Our staff are dedicated to providing an extraordinary education for every pupil. We pride ourselves on our fantastic relationships and our staff and pupils' drive to be the very best that they can be. Our ambitious and exciting curriculum prepares our children to develop themselves as independent, resilient learners who are ready to step into the world as active citizens.

Performance

At this school, the percentage of children who achieve the expected standard for the Phonic Screening Check is 90%

Our latest Ofsted judgment was '**Good**' (October 2022).

Staff "feel valued and are very positive about the support they receive from the trust, including for their wellbeing. They say that leaders are responsive and considerate of their workload. Staff feel included in the ambitious vision for the school." (Ofsted 2022)



About Us

The Rivers C of E Academy Trust is a multi-academy school trust, specialists in early years and primary provision, serving over 5250 pupils across three local authorities: Worcestershire, Dudley and Sandwell.

Established in 2014, The Rivers C of E Academy Trust now comprises of a respected teaching alliance, sixteen 'Good' and 'Outstanding' primary, first, and nursery settings and an alternative provision. We are a connected learning community with a shared aim to create **'an extraordinary education for every pupil'**.

We are a community of schools with a 'Christian ethos', welcoming families from all faiths and no faiths, but together we are guided by our shared mission, vision and values.

Our Mission

- Extraordinary Education
- Extraordinary People
- Extraordinary Futures

Our Vision

Through an **extraordinary education**, we empower pupils to be life-long learners and see their limitless potential. Respectful relationships and an unwavering focus on discovering talents and interests enable pupils to flourish and be **extraordinary people**. Together, we spark aspiration and drive achievement, so that pupils contribute positively to society and to their **extraordinary futures** in an ever-changing world.

Our STARS Values



Sharing



Trust



Achievement



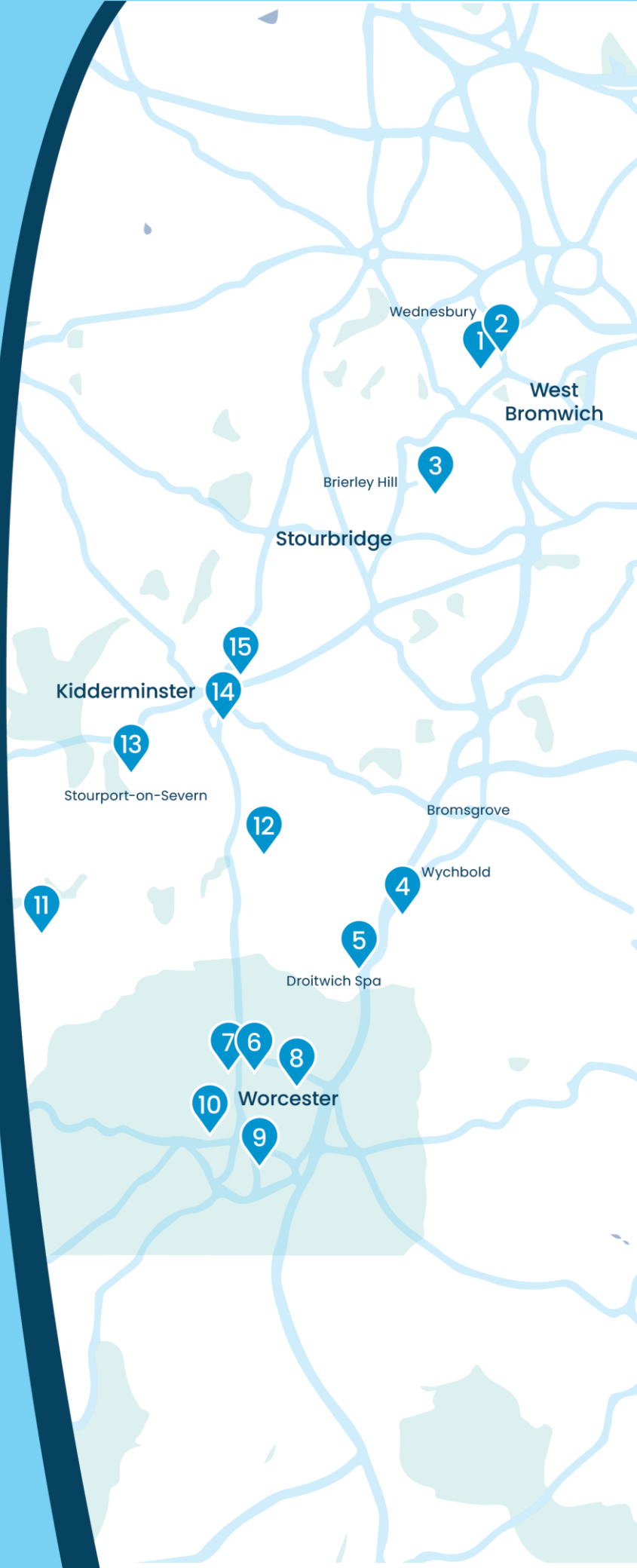
Respect



Safety

Our Schools

- 1 Summerhill Primary Academy Summerhill's Little Treasures
- 2 Jubilee Park Academy
- 3 Dudley Wood Primary School
- 4 Wychbold First and Nursery School
- 5 St Peter's Droitwich CofE Academy
- 6 North Worcester Primary Academy
- 7 Northwick Manor Primary School
- 8 Cranham Primary School
- 9 Cherry Orchard Primary School
- 10 St Clement's CofE Primary School and Pre-School
- 11 Great Witley CE Primary School
- 12 Cutnall Green CofE Primary School
- 13 Burlish Park Primary School
- 14 Heronswood Primary School
- 15 Unity Academy



Staff Benefits

We believe that collaboration and staff wellbeing are at the heart of our success.

Supported by our trust, we offer a range of benefits to enhance our work environment and support the professional and personal growth of our staff, including work-life balance.

Education Mutual

Staff can access a comprehensive range of healthcare services through Education Mutual, including mental health support, 24/7 GP Healthline, physiotherapy, stress management resources, and occupational health services.

Find out more about Healthcare and Wellbeing Services here:

www.educationmutual.co.uk/service/healthcare-and-wellbeing/

Local Government Pension Scheme (LGPS)

The Local Government Pension Scheme (LGPS) is a defined benefit plan, meaning your pension is calculated based on your salary and length of service and adjusted for inflation. This ensures a secure and guaranteed income in retirement, unaffected by investment performance.

Find out more about LGPS here:
www.lgpsmember.org/

Other staff benefits include:

- Competitive salary
- Six INSET days per year
- Protected CPL time
- Continued professional development pathway for every role
- No work communication outside working hours
- Excellent holiday entitlement for support staff: Bank holidays plus 25 days paid holiday (pro rata)
- 5 days extra paid holiday after 5 years' service (pro rata)
- Time for You' day
- Family-friendly policies including flexible working, occupational maternity and paternity pay
- Reasonable release time for significant personal events
- Length of service awards
- Resources for retirement and financial planning
- Cycle-to-work scheme
- Free tea, coffee and milk



About the Role

Job Title:	Wraparound Lead
Salary:	This role may be appointed on the TA3 scale. Actual pro-rata salary for 10 hours per week £6169.92 - £7412.64
Contract Type:	Permanent Variable hours contract between 6 and 12 Hours
Working Pattern:	Usual working pattern 10 hours per week Monday to Friday 3pm-5pm
Reporting To:	Headteacher
Location:	Wychbold First and Nursery School, Droitwich
About:	The closing date for applications is 5.00pm on 04/11/2025. Shortlisted applicants will be notified by 06/11/2025. Interviews will take place week commencing 09/11/2025. If you have any further queries, or would like to visit our school, please call the main office on 01299 851256. We look forward to hearing from you. Looking for more hours? We recognise that the right opportunity looks different for everyone and would love to hear from talented, enthusiastic candidates who may be interested in combining two or more of our advertised roles. We are happy to explore opportunities to create a working pattern that works for both you and our school.

Job Description / cont

Key Purpose

To lead the day-to-day delivery of high-quality wraparound play and care provision for children aged 3–11 years.

To lead the Wraparound team in providing a safe, caring and inclusive environment, with activities that support children's play, development and wellbeing.

To work with the Headteacher, parents, carers and school colleagues to meet children's individual needs and maintain high standards across the provision.

Main Activities

To plan, organise and review the club's daily activities with the Wraparound Assistants, adapting provision to children's ages, interests and individual needs, including children within the EYFS.

To direct and support Wraparound Assistants, allocate daily duties and organise appropriate supervision throughout each session, raising staffing concerns with the Headteacher.

To ensure accurate attendance, collection, accident and other relevant records, including those required for EYFS children, and support staff briefings and training.

To lead by example in supporting children's play and positive behaviour, ensuring that all children can take part in stimulating, age-appropriate activities.

To work with the Headteacher and early years colleagues to meet the EYFS requirements that apply to the provision and ensure staff understand their responsibilities.

To oversee safe arrivals, departures and handovers between classrooms and the club, ensuring that children leave only with authorised adults in line with school procedures.

To oversee daily safety checks and risk assessments, maintain cleanliness and hygiene, and report concerns about premises or equipment to the Headteacher.

To ensure staff meet children's personal care and hygiene needs sensitively, protecting their dignity and promoting independence in accordance with school procedures.

To oversee safe food preparation and service, taking account of allergies and dietary needs and maintaining food hygiene standards in line with Safer Food Better Business guidance.

To ensure staff record and promptly report safeguarding concerns to the school's Designated Safeguarding Lead, following the school's policy and maintaining confidentiality.

To be the day-to-day contact for parents and carers, share relevant information and address queries, referring concerns to the Headteacher or Designated Safeguarding Lead as appropriate.

To review the provision with the Headteacher and undertake other duties of an equivalent nature as directed by the Headteacher.



Job Description / continued

General Responsibilities

To undertake any further training as required.

To be aware of and observe all policies, procedures, working practices and regulations. In particular:

Employees must comply with the provisions of the Health and Safety at Work Act 1974 and take reasonable care for their own health and safety and that of other persons who may be affected by their acts or omissions at work. Employees must cooperate with their employer to enable compliance with statutory provisions. The Trust's efforts to promote a safe and healthy working environment depend on the full cooperation of its employees.

To understand, comply with and promote the Trust's safeguarding policy and procedures. All employees share responsibility for making the working environment safe and secure for all.

All staff must comply with the Trust's Equal Opportunities Policy. The Trust Code of Conduct sets out staff responsibilities under this policy. Staff must carry out the duties in this job description in a manner that promotes equality of opportunity, dignity and due respect for all employees and service users.

To maintain confidentiality about pupils, clients, staff and other Trust business. Staff must only share information gained through their work in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.

To report any awareness of bad practice to the line manager or another appropriate person.

Employees must adhere to the Code of Conduct and comply with all reasonable management requests.

This job description provides a broad outline of the accountabilities and responsibilities. The post holder will need to be flexible in developing the role with the line manager and may undertake other delegated duties or tasks that are in line with the post.

The School reserves the right to alter this job description, after consultation, to reflect changes to the job or services without altering the general character or level of responsibility. Staff must carry out these duties in a manner that promotes equality of opportunity, dignity and due respect for all employees and service users, consistent with the School's Equal Opportunities Policy and Code of Conduct.

A decorative graphic consisting of a thick, wavy line that starts as a dark teal shape at the bottom left and curves upwards and to the right, ending as a lighter teal shape at the bottom right, set against a dark teal background.

Person Specification

Criteria	Essential	Desirable
Qualifications and experience	• English and Maths qualifications at GCSE levels A–C or equivalent. • A full and relevant Early Years qualification at Level 3 or above. • Experience of working with children in an Early Years setting, school, childcare or playwork setting.	• Previous experience of leading a wraparound club or supervising colleagues. • Current paediatric first aid training. • Experience of supporting children with additional needs. • Evidence of further CPD, Team Teach training and knowledge of Read Write Inc.
Skills and knowledge	• Ability to direct and support colleagues, allocate daily duties and ensure appropriate supervision of children. • Ability to plan engaging, age-appropriate activities and adapt them for children with different needs, including SEND.	• Food hygiene training and awareness of allergies and dietary needs.

Person Specification

Criteria	Essential	Desirable
Skills and knowledge (continued)	• Ability to recognise, record and report concerns promptly, follow school procedures and maintain confidentiality. • Ability to maintain accurate records, carry out safety checks and manage arrivals, collections and handovers. • Ability to build positive relationships with parents and carers, support children's behaviour and respond calmly to concerns. • Understanding of children's development and the EYFS requirements relevant to the provision.	• Good understanding of the national curriculum, safeguarding training undertaken and offsite visit training.
Personal qualities	• Ability to lead and be part of a team. Enthusiasm and the ability to inspire children and colleagues. Commitment to continued professional development. Highly motivated and organised, with high expectations of self and others and a desire to make a difference.	

How to Apply

Application forms are available to download [here](#)

Please email completed application forms to Mrs H Lloyd-Davies
(office-wy@riverscofe.co.uk)

We are committed to safeguarding and promoting the well-being of children and expect everyone to share this commitment. The successful applicant will undergo a range of Safer Recruitment checks, including an enhanced DBS check.

Get in Touch

Wychbold First and Nursery School

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The Rivers C of E Academy Trust

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