

Personal Specification – Deputy Wraparound Leader
Grade 3

Responsible to / reviewed by: Wraparound Leader/Headteacher

Knowledge

- An understanding of good quality childcare
- Knowledge of how children play and its relevance to their child development
- Knowledge of a range of activities to promote social/ emotional and intellectual development of school aged children
- Knowledge of suitable activities and play opportunities related to a child's age, abilities and needs
- A commitment to equal opportunities and an understanding of their application in childcare
- An understanding of the Children's Act and Guidelines
- An awareness and understanding of Child Protection
- Knowledge of financial procedures
- Knowledge of Health & Safety issues
- An understanding of the boundaries of confidentiality

Skills and Abilities

- To be able to plan, provide and facilitate safe and creative play
- To have effective organisational skills
- Be able to provide stimulating activities for school aged children
- To ensure that there are a variety of opportunities for children's activities
- The ability to handle situations calmly and effectively
- Be sensitive to the needs of all children, recognising particular needs with regard to gender, ethnic origin and disability
- Provide care and comfort to children, ensuring that they feel secure
- Be aware of and to meet the social and emotional needs of school aged children on an individual basis and in a group setting
- Be able to produce regular project reports in the absence of and at the request of the Play Leader
- Be able to maintain accounts and inventories
- The ability to relate easily and quickly to parents and children
- The ability to build positive relationships with adults and children
- To be able to communicate at all levels
- To liaise with professional workers in connection with work issues, in particular in the absence of the Play Leader
- To be punctual and fulfil duties in a responsible manner
- Able to work on own initiative as well as working effectively as a member of a team
- To follow instructions and accept guidance
- To lead and effectively manage a team in the absence of the Play Leader
- The ability to use judgement and common sense
- Willingness to undertake further training

Experience

- Experience of working with school aged children
- Experience of working with children in a group setting
- Experience of providing support for parents
- Basic administration experience
- Basic budget management
- Experience of working with other professionals

Educational

- Holds a recognised Level 3 qualification as seen appropriate as a licence to practice from the qualifications list (see Department for Education website)
- A current First Aid Certificate or willing to undertake training for this qualification

Special Requirements

- This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure will be required prior to appointment.

Date Reviewed: November 2021

Updated: November 2021