



CAMPBELL
COLLEGE

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Campbell College Junior School

Wrap Around Care Leader (Permanent)

Campbell College Junior School was opened in 2006 and is situated in the grounds of a stunning, hundred acre campus. Due to expansion in numbers, a Key Stage 2 Building was added in 2013.

We aim to provide the highest quality and most unique learning experience for the children who are entrusted into our care. Our young Campbellians are at the heart of all we do, and are challenged to be the very best they can be.

All members of staff are encouraged to be reflective practitioners; their continuing professional development is the key to ensuring the highest quality of learning and teaching at Junior School.

An extensive range of extra-curricular clubs is on offer to our Prep 4-7 pupils and wrap-around care is also available from 8.00am until 6.00pm.

Further information may be obtained on the College website:

www.campbellcollege.co.uk

Information about the Appointment:

The Wrap Around Care Leader will be responsible for assisting with the leadership and management of the wrap around care provision for Junior School & Kindergarten pupils in the period outside normal school hours.

This role may be amalgamated with a Classroom Assistant post, or you may apply for the After School Leader post on its own. You will not be disadvantaged if you apply for both roles or the single role.

- **Commencement of service:** 29th August 2019
- **Hours of Work:** 1.30pm - 6.00pm (term-time only)
- **Salary:** Dependent on relevant qualifications and experience.

Main Duties and Responsibilities

The post holder will assist the Head of Junior School with:

- the leadership and management of our Wrap Around Care provision;
- monitoring and evaluating the quality of provision to identify improvement priorities;
- ensuring compliance with the Department of Health's Minimum Standards for Childcare;
- be aware of and comply with all school policies and procedures;
- planning and delivering a stimulating and varied daily programme of activities;
- identifying staff training needs and facilitating training opportunities;
- ordering and maintaining equipment and resources;
- maintaining accurate records of pupil and staff attendance;
- promoting the positive management of pupils' behaviour;
- building a positive partnership with parents;
- taking a lead role in promoting and supporting pupils and staff safety and well-being;
- administering First Aid as necessary.

Precise duties will be determined by the Head of Junior School, commensurate with the level of the post.

Personal Skills & Qualities:

- Committed and enthusiastic
- Caring and patient
- Able to use their own initiative
- Effective organisational and time management skills
- Effective communication skills
- Effective interpersonal skills

Criteria for the Appointment

(a) Essential Criteria:

- Hold a relevant qualification:

Minimum of QCF (Qualification & Credit Framework) Level 3 in Children's Care, Learning and Development or Playwork (or working towards this), or an equivalent or higher relevant occupational qualification in early years' education, social work, nursing, teaching or health visiting.

(b) Desirable Criteria:

If there are more applicants for this post who meet the essential criteria than it is possible to invite for interview, the selection panel responsible for making the appointment will draw up a short-list using one or more of the following additional criteria:

- Experience of leading and managing staff in a child care setting
- Hold a current First Aid Certificate
- Hold a Food Hygiene Certificate

The Panel reserves the right to enhance these criteria, when short-listing.

Application forms and monitoring questionnaires are available to download from the Campbell College website (www.campbellcollege.co.uk) and can be returned to the Junior School via post or electronically (info@campbellcollegejs.belfast.ni.sch.uk).

The deadline for receipt of applications is **12.00 noon on Friday 21st June 2019**.

For those who are short-listed, an interview will take place as soon as possible after the closing date.

Candidates should note that failure or refusal on their part to agree to either a medical examination or a police and criminal records check, if one or both are required, will automatically disqualify them. An unsatisfactory medical report, if sought, and/or a negative police and criminal records check, if made, will also disqualify an applicant.

Posts involving work in educational institutions are subject to the provisions of the *Safeguarding Vulnerable Groups (NI) Order 2007*. The successful applicant will require an enhanced disclosure check. Further details will be issued if an offer of employment is made.

All matters connected with this appointment will be dealt with in a strictly confidential manner.

Campbell College is an equal opportunities employer.