



CAMPBELL
COLLEGE

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Campbell College Junior School

Wrap Around Care Assistants (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:

Wrap Around Care Assistants will be responsible for assisting with our provision for Junior School & Kindergarten pupils in the period outside normal school hours (8.00-8.30am and/or 2.00-6.00pm).

This role may be combined with a Classroom Assistant post, or you may apply for a Wrap Around Care Assistant 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:** 8.00am – 8.30am **and/or** 2.00pm - 6.00pm (term-time only)
- **Salary:** Dependent on relevant qualifications and experience.

Main Duties and Responsibilities

The post holder will assist with:

- contribute to the effective provision of Wrap Around Care;
- establish a supportive relationship with the pupils and staff concerned;
- supervise pupils in a carousel of activities;
- provide pastoral and intimate care, in line with our policy and procedures;
- be aware of school policies, procedures and of confidential issues, and keep confidences appropriately;
- prepare activities and resources as directed by, and in support of, the Wrap Around Care Leader;
- set up, clear away and regularly clean equipment;
- oversee the administration of prescribed medicines, and deal with minor cuts and grazes;
- ensure, as far as possible, a safe environment for the children;
- Report to the Wrap Around Care Leader any signs or symptoms displayed which may suggest that a child requires expert or immediate attention.

Precise duties will be determined by the Wrap Around Care Leader and 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:

For example: 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 working with children in a child care setting

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.