

Job Description

Post Title:

Higher Level Teaching Assistant – OPAL & Wraparound Provision Lead

Salary:

NJC Scale Points 12–17 (dependent on experience)

Hours:

32.5 hours per week (11:30am – 6:30pm, 30-minute unpaid break)
(Some holiday working required)

Contract:

Fixed term – 1 year (with potential to extend)

Start Date:

September 2026 or sooner if available

Purpose of the Role

To lead the strategic development and day-to-day delivery of the school's OPAL (Outdoor Play and Learning) provision and manage the organisation and delivery of wraparound care, including after-school provision and holiday clubs.

Key Responsibilities

- Lead the strategic development and implementation of the OPAL programme
- Manage the day-to-day delivery of high-quality outdoor play provision
- Plan, resource, monitor and evaluate OPAL provision across the school
- Organise and lead after-school provision and holiday clubs
- Develop and manage staffing rotas for wraparound provision
- Ensure high standards of safeguarding, behaviour and pupil wellbeing
- Plan and oversee engaging, inclusive and high-quality activities for pupils
- Manage resources, environments and food provision for wraparound care

- Work collaboratively with staff to embed a high-quality play culture across the school
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Safeguarding

The school is committed to safeguarding and promoting the welfare of children. All staff are expected to share this commitment. The successful applicant will be required to undertake appropriate pre-employment checks, including references, health clearance, right to work in the UK and an Enhanced DBS check.