

Job Description: Wrap-Around Assistant (After School Club)

Title:	Wrap-Around Assistant
Accountability:	The post-holder will report to the Wrap-Around Care Manager, Loughton School Senior Management Team and Governors
Responsibility:	To provide a happy, safe and nurturing experience for children within the After School Club setting
Location:	Loughton School, Bradwell Road, Loughton, Milton Keynes MK5 8DN
Hours:	3:00pm – 6:00pm, 3 hours per day 15 hours per week Monday to Friday term time
Contract Type:	Temporary until 20 th February 2021
Salary:	<i>TA level 3-5</i>

Purpose of the job:

To participate in the running of the After School Club, providing high standards of care and constructive play opportunities for children between the ages of 7-11 years old in a safe and secure environment.

Main Duties and Responsibilities

Delivering Afterschool Club Provision

- To help the Wrap-Around Care Manager to provide care, constructive play opportunities and activities in a homely, nurturing and safe environment, with regard to the individual development needs of the children.
- It is the aim of Loughton School's After School Club to provide creative, educational and fun activities for the children based around a weekly theme. The role of the Play Assistant is to help ensure that the range of activities on offer will achieve this aim.
- To interact with the children at all times, to encourage them to socialise with other children, to try new activities and foods and to assist with homework and reading.
- To assist the Wrap-Around Care Manager in delivering high quality creative play opportunities in a safe and caring environment.
- To take responsibility for groups of children in activities.
- To promote a positive image at all times
- To liaise with the Wrap-Around Care Manager to produce a healthy and nutritious meal this will vary daily.
- To apply first aid where necessary
- Any other duties as required.

Management and Administration

- To assist the Wrap-Around Care Manager with managing the planning, organisation and smooth running of the After School Club, including a wide range of creative, enjoyable activities.
- To assist where necessary with daily administration and record keeping.
- To assist the Wrap-Around Care Manager with planning and providing nutritious and healthy menus for the Afterschool club in accordance with recommended dietary requirements and to ensure that food planning, preparation and handling is carried out within the guidelines of the Food Safety Act 1990, as well as meeting the needs of children with dietary and medical requirements.
- To adhere to all policies relating to food hygiene and cleanliness during After School Club.
- To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Wrap-Around Care and the school's safeguarding policy.
- Uphold all policies and procedures of the School in partnership with the Wrap-Around Care Manager, Senior Management Team and Governors
- To participate in activities which fall outside of normal working hours as required e.g. training, meetings, fundraising events etc.