



Job Description

Teaching Assistant with Responsibility for Wrap Around Care

Reporting to Wrap Around Leader/Headteacher

Job Purpose

To support in the provision of high-quality experiences within the after-school setting.

Main Duties School Related

Act in accordance with school policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Support the After School Club in providing an appropriate curriculum which meets the needs and interests of children attending the club.

Provide high quality care and a comprehensive range of appropriate, stimulating and creative activities meeting group and individual needs.

Prepare snacks as required.

Keep up to date with latest childcare developments.

Carrying out day to day administration, record keeping, ordering and purchasing of food, materials and equipment.

Maintaining close liaison with parents.

Clear away equipment after children have left.

Attending staff meetings as appropriate.

To arrange and undertake staff training as required.

Promote development and learning (physical, emotional, educational and social).

Foster growth, self-esteem and independence,

Observe and record development.

Support those with special needs.

Carry out reasonable personal care/hygiene duties and administer basic first aid.

Assist with the movement of children in and around the school.

Required to be creative when planning activities.

Responsible for the personal possessions of the children attending the clubs and for the care of the school's equipment, e.g., crockery and cutlery and play equipment.

Formal qualifications are not essential for this role, however, the postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.

Desirable for the postholder to have GCSE or equivalent in Maths, English or equivalent level of competency. In addition to this the post holder must display:

Food preparation and hygiene skills

Comprehensive understanding of child development

Good communication skills

Good organisational ability

Patience, kindness and approachable manner

July 2025