



JOB DESCRIPTION

Job Title: Wrap Around Care Assistant
Grade: A1
Reporting to: Business Manager

Main Duties

To assist in the delivery of high-quality wrap around care (before and after school provision) for children in a safe, caring, and stimulating environment. The role supports the supervision, well-being, and engagement of pupils, encouraging positive behaviour and activities that support their development.

Child Supervision & Behaviour Management

- Supervise children during breakfast and/or after-school club sessions, ensuring a safe, supportive, and structured environment at all times.
- Promote and model positive behaviour in line with the school's Positive Discipline Policy, addressing issues promptly and appropriately.
- Maintain constant awareness of children's safety and wellbeing, conducting regular visual checks of the environment.
- Respond appropriately to any accidents or incidents, administer basic first aid as trained, and record incidents accurately following school procedures (e.g., using the Every system).
- Record attendance and contribute to relevant logs or reports as required by the school.

Activities & Engagement

- Plan, lead, and support a variety of age-appropriate, engaging activities including play, crafts, games, outdoor activities, and quiet time.
- Proactively engage with children to encourage social interaction, cooperation, and inclusion.
- Support children in developing independence and positive peer relationships through play and group activities.

Mealtime Support & Hygiene

- Assist with the preparation, serving, and clearing away of snacks or light meals, ensuring hygiene, healthy eating standards, and table manners are maintained.
- Support children during mealtimes, including setting up, wiping tables, emptying bins, and cleaning the area after food has been served.

Communication & Teamwork

- Build and maintain positive, professional relationships with children, parents/carers, colleagues, and senior staff.
- Follow all school policies and procedures, particularly regarding safeguarding, health and safety, and behaviour management.
- Undertake duties as delegated by the Wrap Around Care Supervisor or Senior Leadership Team to support the smooth running of the provision.

Personal Responsibilities:

GORSE

- To hold positive values and attitudes and adopt high standards of professional conduct in line with the Seven Principles of Public Life (selflessness, integrity, objectivity, accountability, openness, honesty, leadership) and our trust values of Diligence, Integrity, Rectitude and Kindness.
- Carry out the duties and responsibilities of the post, in accordance with GORSE's Health and Safety Policy and relevant Health and Safety Guidance and Legislation.
- Form positive professional relationships, and work in partnership with colleagues throughout GORSE.
- To willingly engage with training as required.
- Treat all aspects of the role with the strictest confidentiality.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, equality and diversity and data protection, reporting all concerns to an appropriate person.

Any Special Conditions of Service:

- The post is subject to a satisfactory enhanced DBS background check, relevant right to work documentation, suitable references and a six -month probationary period.
- Occasionally there may be a requirement to work off-site and undertake work outside normal office hours to meet the variable nature of workloads and deadlines and to support academy events.
- Contribution to the overall ethos/work/aims of GORSE.
- GORSE operates a No Smoking/Vaping Policy.

PERSON SPECIFICATION

Criteria	Essential/ Desirable
Qualifications	E/D
Basic literacy and numeracy (GCSE English and Maths or equivalent).	E
Willingness to undertake relevant training (e.g., First Aid, Safeguarding, Food Hygiene).	E
Level 2 or 3 qualification in Playwork, Childcare, Early Years, or related field.	D
Paediatric First Aid certificate.	D
Food Hygiene certificate.	D
Safeguarding/Child Protection training.	D
Knowledge and Skills	E/D
Understanding of the needs of children in a school setting.	E
Awareness of safeguarding and child protection responsibilities.	E
Ability to lead and support a variety of play-based and structured activities.	E
Good communication skills, both verbal and written.	E
Ability to build positive relationships with children, parents, and colleagues.	E
Ability to remain calm, patient, and consistent in managing behaviour.	E
Awareness of health and safety and hygiene standards, especially during food preparation and supervision.	E
Understanding of the Early Years Foundation Stage (EYFS) and/or child development principles.	D
Familiarity with school policies related to Positive Discipline, behaviour, or health and safety.	D
Ability to use basic IT systems or logging/reporting tools (e.g., Every, CPOMS, or other safeguarding software).	D
Experience	E/D
Experience working with or supervising children in a formal or informal setting (e.g., school, nursery, after-school club, holiday camp).	E
Experience managing children's behaviour in a group environment.	E
Experience in a Wrap Around Care or similar school-based provision.	D
Experience working as part of a team in a childcare or educational setting.	D

Experience supporting children during mealtimes or snack provision.	D
Continuous Professional Development	E/D
Evidence of commitment to Continuing Professional Development	E
Other Conditions	E/D
Enhanced DBS Clearance	E

We are committed to safeguarding the welfare of children and expect all staff and volunteers to share this commitment. The successful candidate will be subject to full employment checks, including an enhanced DBS disclosure and barring service check. We promote diversity and aim to establish a workforce that reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.