

# **Wrap Around Care Assistant**



## **Job Description and Person Specification**

The Corpus Christi Federation is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

## Job details

**Salary:** Grade 3

**Hours:** Varies to suit – 7.30am-8:30am, 3:15pm-5:45pm on selected days in agreement with SLT

**Contract type:** Temporary for one year due to trial of provision

**Reporting to:** Head of School

**Responsible for:** N/A

## Main purpose

Support with the day-to-day running of the wrap around school provision to ensure the safety and wellbeing of pupils in your care. This will involve working alongside the provision manager and the other wrap around provision staff, preparing engaging activities and supporting to ensure all pupils and staff follow relevant policies and procedures.

## Duties and responsibilities

### Planning and delivering activities

- › Deliver age-appropriate activities and experiences to support pupils' development
- › Follow the brief from the wrap around provision manager so they're aware of how the activities will run
- › Offer educational instruction where needed to help pupils to share equipment
- › Supervise pupils during activities and help to resolve issues between pupils
- › Monitor pupils that aren't engaging in play and feed back any concerns to class teachers
- › Support the management of the stock/resources necessary to carry out planned activities
- › Follow snack menus and support with providing shopping lists to the whole school assistant
- › Support with the serving of a snack each day
- › Supporting with the tidying and cleaning away of all activities and food.

### Health and safety

- › Observe pupils and the environment and take action to minimise any identified health and safety risks
- › Deliver first aid to respond to minor and major incidents
- › Record details of incidents in line with the school's reporting procedures
- › Feed back concerns relating to pupils' health and safety to a senior member of staff
- › Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- › Support with the regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- › Offer support with setting up and putting away all equipment safely
- › Make sure you are familiar with all policies and implement consistently

### Behaviour

- › Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- › Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- › Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- › Support pupils with their independence and self-esteem when carrying out activities

## **Working with others**

- Support other wrap around provision staff to work as an effective team to provide a high level of support for the children in your care

## **Safeguarding**

- Support to keep accurate records of pupils attending the wrap around provision, including medical/dietary needs and emergency contact details
- Support with keeping accurate attendance records and report non-attendance in line with school procedures
- Support with ensuring pupils are cared for until the end of the wrap around school session, making efforts to contact the parent/carer in the case of lateness, and ensuring children arrive safely at their classes
- Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals
- Complete the school's safeguarding training

## **Other areas of responsibility**

- Read and follow the relevant school policies
- Undertake training required to develop in the role

Please note: this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role.

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• First aid training (or willingness to complete it)</li> <li>• Willingness to undertake Level 2 safeguarding training</li> <li>• A minimum of level 2 English and Maths qualification (preferred)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working with children or young people</li> <li>• Leading a team</li> <li>• Supporting activities to engage pupils and support development</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to respond quickly and effectively to issues that arise</li> <li>• Ability to use own initiative and take action accordingly</li> <li>• Effective communication with adults and children</li> <li>• Ability to work effectively with team members</li> <li>• Ability to take a firm but fair approach to handling behaviour issues in line with the school's policies</li> <li>• Ability to build effective working relationships with colleagues</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Commitment to supporting and understanding pupil needs</li> <li>• Commitment to upholding and promoting the ethos and values of the school</li> <li>• Commitment to maintaining appropriate confidentiality at all times</li> <li>• Commitment to safeguarding, equality, diversity and inclusion</li> </ul>

### Notes:

This job description may be amended at any time in consultation with the postholder.

All the criteria listed above are essential to be evidence on application and/or at interview.

**Last review date:** November 2024

**Headteacher/line manager's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Postholder's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_