

Job Description

Job Title	Wraparound Care Assistant (breakfast & or afternoons)
Grade	TA 2
Salary	£10.01 - £10.21 per hour
Hours	7:45 – 8:30 am breakfast, 3:00 – 6:00 pm afternoon session
Contract type	1 year Fixed Term in the first instance
Reporting to	Wraparound Care Manager

Main purpose of role is to:

To work within the wraparound care provision at Witton Middle School, providing high standards of care and play opportunities for children between the ages of 9-12 years old, in a safe and secure environment.

Duties and responsibilities

- Contribute to the delivery of the provision, including craft and music activities, sports and play.
- Supervise children during activities both indoors and outdoors, upholding safeguarding responsibilities.
- Apply professional standards of childcare at all times with due regard for the children's safety and needs, both physical and emotional.
- Ensure that children leave the group only with an authorised adult.
- When required to help with the preparation of food and drink, to provide a snack each morning/afternoon for the children in the provision.
- Carry out cleaning on a daily basis and as needed, to ensure that the areas used by the service are left tidy and clean. Where food is eaten, the floor must be wet mopped as per food hygiene regulations.

Support for pupils

- Use specialist (curricular/learning/behavioural management) skills, training and experience to support children.
- Establish productive working relationships with children, acting as a role model and setting high expectations.
- Support children consistently whilst recognising and responding to their individual needs.
- Encourage children to interact and work co-operatively with others and engage all in activities.

Support for the school

- Be aware of and comply with policies and procedures relating to child protection, health, safety, food hygiene and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all children have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.



- Contribute to constructive relationships and communicate with other agencies/professionals, in liaison with the Deputy Headteacher, to support achievement and progress.
- Attend and participate in regular meetings.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other areas of responsibility

- Maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities.
- Undertake such other duties, training and/or hours of work as may be reasonably required, and which are consistent with the general level of responsibility of this job.
- Undertake health and safety duties commensurate with the post and/or as detailed in the Trust Health & Safety Policy.

Notes

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the School's Equal Opportunities Policy.
- The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.



Person Specification

This person specification lists the competencies expected of an experienced/fully-trained Wraparound Care Assistant.

Factors	Essential criteria	Desirable criteria
Qualifications and training		GCSEs or equivalent in English and Maths at grade 4 or above; NVQ3 or equivalent in Childcare; Paediatric First Aid qualification. Basic food hygiene qualification.
Skills, knowledge and aptitudes	Ability to quickly establish positive relationships with children and effectively implement agreed behaviour management strategies; Willingness to receive training in the areas listed under desirable criteria.	Child protection and safeguarding; Health & Safety regulations; GDPR awareness; Knowledge of the current OFSTED inspection framework for wraparound provision, and the best practice required to fully comply with its requirements;
Experience	Recent experience of working with children in a similar environment.	Recent experience of working with children aged 9-12 years in a similar environment.
Personal attributes	Ability to work effectively as part of a team, demonstrating flexibility according to the changing needs of the role; Ability to share information in an appropriate way with parents, carers, teaching staff and wraparound staff; Ability to produce clear and concise written records in relation to the reporting of accidents and incidents; Ability to work in a calm and professional manner and maintain confidentiality as appropriate to the role.	
Special Requirements		

Date prepared: May 2021

