



Job Description and Person Specification for Wraparound Club Assistant

Post Held: Wraparound Club Assistant

Responsible to: Responsible to Wraparound Care Play Leader

Liaises with: Staff, Parents

Salary: Bucks Pay 1 £23,297 - £24,223 FTE (Actual salary £5,207 - £14,906 dependent upon hours worked)

Hours: Varying hours available covering 07:15 to 09:15 and/or 15:00 – 18:30. Term time only

Job Purpose

Work as part of a team to provide a safe and fun setting, before and after the school day, for pupils at William Harding School.

Planning and delivering

- Deliver age-appropriate activities and experiences to support pupils' development
- Supervise pupils during activities and help to resolve issues between pupils, using the William Harding Behaviour policy
- Monitor pupils that aren't engaging in play and feedback any concerns to the Wraparound Club leader
- Work with a team to set up and clear down activities leaving the school areas used ready for teaching and learning during the normal school day

Health and safety and Safeguarding

- Observe pupils and the environment and take action to minimise any identified health and safety risks by informing the Wraparound Club Leader
- Deliver first aid to respond to minor and major incidents
- Record details of incidents in line with the school's reporting procedures
- Feedback concerns relating to pupils' health and safety to the appropriate member of staff
- Assist in the preparation and serving of food in line with health and safety standards
- Rigorously follow William Harding's safeguarding policies and procedures to ensure the safeguarding team are promptly notified of any concerns

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 Wraparound Club Leader or class teachers or SEN on supporting specific pupils with challenging behaviour
- Support pupils with their independence and self-esteem when carrying out activities

Our School Values are Respect, Responsibility, Perseverance, Collaboration, Honesty and Inclusion

Working with others

- Work as part of a team to provide the best possible care before and after school
- Be flexible to provide cover when needed in times of team absence

Relations with pupils, staff and parents

- Assist the Wraparound Club Leader in promoting the general progress, well-being and positive behaviours and attitudes of pupils, by fostering respectful and supportive relationships
- Work as a team to encourage pupils by building on their strengths and improving areas of weakness
- Assist the Wraparound Club Leader to safeguard the health and safety of pupils, with particular reference to child protection
- Liaise effectively with parents and carers
- Maintain and respect confidentiality and professional conduct

Administrative and clerical tasks

- Assist in the correct administration of First Aid
- Assist the Wraparound Club Leader in record keeping and filing
- Undertake any further responsibilities reasonably requested by the Wraparound Club Leader, Business Support Manager or SLT

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) 	<ul style="list-style-type: none"> • First Aid • Childcare qualifications • Managing Meds in school
Previous Experience	<ul style="list-style-type: none"> • Working with children or young people • Running activities to engage pupils and support development • Good time management • Ability to use own initiative and take action accordingly • Effective communication with adults and children • Ability to build effective working relationships with colleagues 	<ul style="list-style-type: none"> • A knowledge/understanding of the primary school curriculum • Experience at and a commitment to maintaining extra curricular activities in the school • CPOMS • Experience of working a team • Experience of working in a large school • Safeguarding within a large setting
Professional Skills and Experience	<ul style="list-style-type: none"> • Commitment to supporting and understanding pupil needs • Commitment to upholding and promoting the ethos and values of the school • Commitment to maintaining appropriate confidentiality at all times • Commitment to safeguarding, equality, diversity and inclusion 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to demonstrate a good basic literacy, numeracy and ICT skills • A sound primary school philosophy that values the whole child 	

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	<ul style="list-style-type: none">• Team player• Adaptable, flexible and solution-driven• Enthusiastic, positive, committed and hardworking• Confidentiality	
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