



JOB DESCRIPTION

Job Title:	Wraparound Care Practitioner (Primary)
Salary:	TPAT Point 4
Responsible to:	Headteacher
Direct Supervisory Responsibility for:	None
Important Functional Relationships: Internal/External:	TPAT, Local Monitoring Committee, Teachers, Support Staff, Pupils, Parents & Carers, Professional Bodies & Visitors

Main Purpose of the Job:

To be responsible for the provision of wraparound clubs (breakfast and after school) for children between the ages of four and eleven, including the planning and organisation of structured sessions and an appropriate range of group activities within the framework of the play-work principles. This includes:

Being responsible for the practical organisation of individual and group activities;

Ensuring an enjoyable, caring & secure wraparound care environment;

Organising the provision of healthy drinks and snacks;

Maintaining high standards of cleanliness of the areas used within the wraparound club ensuring a clean, safe and hygienic environment;

Working within the Schools Health and Safety and Child Protection Policies at all times.

Your role and duties will depend on the size of your school and therefore the size of the team and number of pupils. You may not be required to undertake every duty listed below and you may be asked to undertake additional duties that are at the appropriate level of responsibility for your post. The details below are not exhaustive and each school will have their own individual requirements.

Main Duties and Responsibilities:

Support to Pupils

- Provide a range of stimulating activities, indoor and outdoor, relevant to the age, stage and needs of young children which encourage and develop skills through play.
- Prepare and organise extra-curricular activities and equipment for all children attending wraparound club, within the equal opportunities framework.
- Provide an enabling environment in which all individual children can play, learn and develop and have fun through a range of age appropriate activities.
- Encourage and maintain a high standard of physical, emotional and social care for all children.
- Treat all children as individuals and have a secure knowledge and understanding of their needs while they are within your care.

- To consult children with regard to the activities to ensure their voice is heard and the activities provided meet their needs and preference.
- To interact positively with children to support their chosen play and activities.
- To provide an environment in which children can adapt their own opportunities and lead their own development and interests.
- To establish supportive relationships with the children to encourage acceptance, inclusion, social integration and individual development, promoting and reinforcing pupils' self-esteem.
- To provide a facility for children to do their homework, including reading, if they wish.
- Helping children who need extra support.

Professional Responsibilities

- Ensure the welfare and safety of children within your care.
- Complete a list / register of children to ensure that everyone is accounted for.
- Be responsible for the health and safety of the children in the wraparound club.
- Responsible for developing and maintaining good working relationships and communication with parents, carers & guardians to encourage involvement.
- Plan, supply and prepare safe nutritional snacks or light tea for the children.
- Assist children in preparing for meals including hand-washing, helping children with the correct use of cutlery, promoting good table manners and encouraging children to eat a variety of foods.
- To remain aware of children's food allergies, intolerances or other special dietary requirements and ensure such foods are avoided for the children concerned.
- To prepare the dining area to include moving and setting up tables and chairs and to wash up dishes.
- To administer minor first aid (as trained) and assist with sick children where necessary.
- To comply with the school's First Aid policies and procedures, ensuring all accidents are recorded appropriately in the accident book.
- Promote good behaviour, looking after children who are upset or have had accidents.
- Manage any anti-social behaviour promptly and ensure that the Headteacher and appropriate parents are informed.
- To be aware of the school's Safeguarding and Child Protection policy/procedures and report any concerns observed during the course of duty in accordance with such procedures.
- To be responsible for monitoring the use of and maintaining an up-to-date inventory of all wraparound club materials and equipment, monitor stock levels of materials, check for missing and/or damaged equipment, and arrange for new supplies to be ordered as required.
- Ensure that the correct staff to children ratios are maintained.
- Follow statutory and non-statutory policies and procedures required for the efficient running of the club.
- Be aware of confidential issues linked to home/pupil/teacher/school work and to ensure the confidentiality of such sensitive information at all times.
- To be ready at all times for emergency situations.
- To carry out administrative tasks associated with all of the above duties as directed by the Headteacher.
- Ensure provision is maintained to Ofsted standards of care.

General / Other

- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times;
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all School and Trust policies and procedures;
- To undertake mandatory training as required by the School / Trust;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

PERSON SPECIFICATION – Wraparound Care Practitioner (Primary)

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	Good levels of literacy and numeracy Qualified to NVQ Level 2 or equivalent in a relevant area or equivalent experience	Completion of the DfES Induction for Teaching Assistants CLANSA or Cornwall Certificate in SEN	Application
Skills and Experience	Experience of working & enjoy working with children Organisational skills Good communication skills Able to prioritise between different demands Able to work to deadlines Self-motivated, and able to work in a team	Experience of working with children in a school or similar environment Experience of planning purposeful learning experiences Experience of driving a minibus Clean driving licence Willingness to undertake minibus training	Application Interview Assessment
Specialist Knowledge and Skills	Calm & nurturing approach with aspirational mindset Knowledge of a particular area of the curriculum or children's needs (ie: early years, EBD, ALS, literacy, numeracy or ICT) Pro-active in making the club the hub of the community Ability to build good working relationships with both pupils and adults Ability to manage groups of pupils and deal with challenging behaviour Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people Demonstrates an awareness, understanding and commitment to equal opportunities	Knowledge of a range of issues relevant to education and child development	Application Interview Assessment
Behaviours and Values	Warm & positive Dedicated & enthusiastic Flexible & creative Effective team player		Application Interview Assessment

	Trust and integrity		
	Patience and a sense of humour		
	Calm, kind & empathetic		

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