



Stadhampton Primary School



Job Description - Wraparound Care Support Assistant

School: Stadhampton Primary School	Location: Stadhampton, Oxon
Job title: Wraparound Care Support Assistant	Grade 4 Scale point 5
Hours: Term time only, between 7.30 – 9.00am and 3.00 – 6.00pm.	Contract type: Casual
Reporting to: Headteacher	

Purpose and context

Be part of the Wraparound Care (WAC) Support team working under the direction of the WAC Leader and the School Head to assist with the day to day activities of the club whilst providing quality play care within the framework of the school's policies and procedures.

Work in Partnership

The Wraparound Care Leader has overall responsibility for this post. The Wraparound Care Support Assistant will work with, and receive instructions from, the Leader and Headteacher.

Quality Care

- Support the WAC Leader in providing a varied environment, where resources can be accessed appropriately by all children, and activities differentiated to ensure the needs of all children who attend are met.
- Work closely with the WAC Leader to contribute to the management of pupil behaviour, maintain order and an appropriate working environment, including implementation of the School's behaviour policies.
- Facilitate good communication with parents and school.
- Participate in school training and meetings as required.
- Work collaboratively with the school teaching staff, sharing information where appropriate.

Operational Responsibilities

- To assist with the handover/collection of children at the beginning and end of the session.
- To support the WAC Leader in ensuring the club is a safe environment for all, that equipment is well-maintained, standards of hygiene are high, safety procedures are implemented and risk assessments, fire drills/evacuation procedures are carried out effectively.
- To prepare food and drink that promotes healthy eating and complies with current school food guidelines and food safety legislation.

- To receive visitors/callers to the school, e.g. parents/carers.
- Maintain security requirements.
- To deputise for the Leader when required.
- To assist with day-to-day administration, planning and record keeping of Wraparound Care as requested by the WAC Leader.
- To be reliable and punctual.
- Carry out any other duties that may reasonably be regarded as within the nature of the role, responsibilities, and grade of this post.

- Health and Safety**
- Ensure that the health, safety, and welfare of pupils is maintained at all times.
 - Deal with any immediate problems or emergencies in accordance with the School's policies and procedures.
 - Administer first aid and medication as appropriate.
 - Provide comfort and immediate care in case of minor accidents, and report serious incidents to the appropriate person for action.
 - Take appropriate responsibility for one's own health, safety and welfare and the health and safety of children, visitors and work colleagues in accordance with the requirements of legislation and school policies.
 - Taking responsibility for raising concerns regarding any health and safety and safeguarding issues with an appropriate manager whilst maintaining confidentiality and observing data protection and associated guidelines where appropriate.

- Safeguarding**
- To have due regard for safeguarding and to promote the welfare of children and young people.
 - To follow the child protection procedures adopted by the school's safeguarding policy.
 - Undergo and meet School conditions for a satisfactory enhanced DBS check.

- General:**
- To respect and value all colleagues, children and parents, encouraging a positive and diverse working environment.
 - Be aware of responsibilities under the Data Protection Act for the security, accuracy and relevance of information held and maintained.
 - Treat all information acquired through this employment, both formally and informally, in strict confidence.
 - Any outside activities, either paid or unpaid, must not in the view of the School conflict with or react detrimentally to the Academy's interest, or in any way weaken public confidence in the conduct of the school's business.
 - Contribute to the life of the school community and support its ethos and policies.

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review process.

Signed.....
Date.....

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