

Wrap Around Care Assistant

Primary & Secondary Phase

Wootton Park School

Wootton Hall Park, Northampton. NN4 0HZ



GRADE:
NJC Scale B2

EMPLOYED BY:
Wootton Park Academy Trust

LINE MANAGER:
Wrap Around Care Manager

BROAD DESCRIPTION OF ROLE

- ✓ The Wrap Around Care provision includes breakfast club from 7.30-8.30am and an after school club from 3.30 – 6.00pm each school day. The provision also offers a holiday club. This provision is income generated and is not funded by the school budget.
- ✓ The post holder is responsible for ensuring the provision offers a safe, stimulating and caring environment, meeting each individual's needs.
- ✓ Working Time: 7.15am-9am and/or 3.00pm till 6.15pm, Monday to Friday (Term time, Plus Teacher training days). Supporting School holiday club on a casual basis.

SCHOOL SUPPORT

- ✓ To assist the delivery of a safe, stimulating and caring provision appropriate to the developmental needs of the learners.
- ✓ To provide a wide range of play experiences.
- ✓ To assist with the provision of a healthy breakfast and after school snack each day.
- ✓ To assist the WAC manager with the ordering of groceries for these meals each week.
- ✓ To liaise with the WAC manager to ensure effective communication with the parents/carers of the learners.
- ✓ To support holiday clubs as agreed with WAC manager (this would be on a casual basis).
- ✓ To play a part, as required, in the school's appraisal programme, both as appraisee and, where appropriate, as appraiser of other colleagues.

SAFEGUARDING

- ✓ All members of staff have a responsibility and duty of care to safeguard and promote the welfare of learners. Staff must be aware of the systems within the school that support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate and regular child protection training
- ✓ All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check)

HEALTH AND SAFETY

- ✓ To ensure that practice is, in all respects consistent with the requirements of Wootton Park Academy Trust's and Wootton Park School's Health and Safety Policy, as well as with any subject-specific health and safety guidelines

NB: The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the CEO/Trust (in consultation with the post holder) to reflect the changing work composition of the business.