

Wraparound Assistant

Job Description

At The Dunstan Catholic Educational Trust, we're a family of schools where children and colleagues are supported in a nurturing environment to flourish, become lifelong learners, fulfil their potential and to make a lasting difference. **Together we love, we learn, we live.**

Purpose of the job

The purpose of this role is to assist in the delivery of the school's wraparound care provision, ensuring a safe, engaging, and nurturing environment for children before and after school. The role includes supporting a range of activities, supervising pupils, preparing food, and maintaining safety and behaviour standards in line with school policies.

Key areas of responsibility:

- Ensure the safety, wellbeing and safeguarding of all children attending breakfast and after-school club, following school policies and procedures at all times.
- Provide a safe, welcoming and inclusive environment that promotes positive relationships, emotional wellbeing and respectful behaviour.
- Plan and lead engaging, age-appropriate activities, including creative, indoor and outdoor play opportunities, adapting provision to meet the needs of all children.
- Promote positive behaviour through encouragement and positive reinforcement, addressing conflicts appropriately and liaising with teachers where necessary.
- Support children with additional needs and ensure all activities are accessible and inclusive.
- Prepare and serve breakfast and snacks, encouraging healthy eating habits and independence where appropriate.
- Communicate effectively with parents and carers at drop-off and collection times, sharing relevant information and raising any concerns as required.
- Monitor children's health and welfare, responding appropriately to accidents, illness or injury, administering first aid where required and maintaining accurate records.
- Maintain a clean, organised and well-resourced environment, ensuring equipment is safe, secure and stored appropriately.
- Participate in training and professional development to maintain high standards of childcare practice.



Safeguarding

Safeguarding is something we all share, and together we help keep every child safe. It's important to follow the school's procedures for recording and reporting any concerns, and to support colleagues in doing the same. You'll take part in our annual safeguarding updates, as well as full basic-awareness training every two years, so we can all stay confident and informed. Please ensure you've read, understood, and follow the school's safeguarding policies, including our whistleblowing guidance, so we can maintain a safe and trusting environment for everyone.

Other:

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training, annual performance management and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• Basic level of education. • Experience working with children in a care or educational setting.	• Paediatric First Aid Certificate. • Food hygiene or safeguarding training. • Experience supporting children with additional needs.
Skills & Knowledge	• Understanding of safeguarding principles and willingness to complete safeguarding training. • Awareness of child development and inclusive practice • Ability to engage with children positively and support their individual needs. • Work calmly under pressure and manage multiple priorities. • Strong communication and interpersonal skills. • Maintain confidentiality at all times, passing any safeguarding concerns to the Headteacher.	• Awareness of school behaviour policies and strategies for positive behaviour management. • Ability to plan and lead small group activities. • Basic IT literacy for record keeping or communication.
Personal Qualities	• Friendly and approachable with a caring nature. • Reliable, punctual, and flexible. • Willingness to receive and engage with training. • Commitment to safeguarding and promoting children's welfare. • Willingness to support the Catholic ethos of the school.	• Passion for child development and play-based learning.
Other Factors	• Satisfactory Safer Recruitment Checks • Must show understanding of equal opportunities, principles and practices	