



Job Description

Wrap Around Club Assistant

Wrap Around Club Leader

Job Title: Wrap Around Club Assistant

Responsible to: Headteacher

Job purpose:

- To be responsible for day-to-day management of before and after school care, providing care and plan for play opportunities in a safe and secure environment

Duties and Responsibilities:

- To plan and support play activities and ensure all children are engaged
- To be a designated Deputy Designated Safeguarding Lead and ensure children appropriately safeguarded.
- To assist with the preparation and serving of the children's food before and after school keeping the highest levels of hygiene standards.
- To be aware of Personal Care and implement health and safety procedures in relation to equipment used, activities undertaken and preparation of food on the premises
- To encourage and promote healthy eating patterns
- To encourage the development of good table manners and promote social interaction at meal times and at play
- To be responsible for setting up and clearing away at the beginning and end of each session
- To implement the School's Behaviour Policy as appropriate
- To support other members of staff in club as required including outside service providers
- To deal with, and be confident when speaking to, parents of the pupils and maintain cooperative and effective working relationships
- To ensure all tasks are carried out with due regard to Health and Safety
- To undertake appropriate professional development including adhering to the principle of performance management.
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school
- To set an example of personal integrity and professionalism
- Attendance at appropriate staff meetings
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school
- To provide equality of opportunity to all within the out of school club environment, including children, staff and parents
- Individuals have a responsibility for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the school