



The Abbey Primary School Wraparound Care Assistant



Job Description

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| Job Title: | Wraparound Care Assistant |
| Responsible to: | Headteacher |
| Hours: | 9 hours a week (3 afternoons) 39 weeks per year We would consider a split role so please apply if you are interested in 3 – 6 hours (1 – 2 afternoons a week) |
| Salary: | Grade L3, Point 6 FTE - £25,183. Pro rata - £5133.75 |

Job Purpose:

To assist in the provision of the care, safety and learning of the children. This will involve supporting children to participate in engaging and enriching activities and making sure they follow relevant policies and procedures to ensure their safety and wellbeing.

After school club working hours are 3:00pm to 6:00pm, Monday to Friday during school term time, including set up, preparation and clear up time.

Main Duties:

- To provide care for pupils using the after-school club provision, ensuring they are safe, secure and happy.
- To plan and prepare various activities to promote engagement, teamwork and various wider learning opportunities
- To liaise with parents and carers to ensure that the welfare and development needs of individual students are met
- To develop and maintain positive relationships with colleagues by working effectively as a member of the school staff team.
- To develop inclusion by:
 - facilitating participation;
 - helping to build confidence and self-esteem;
 - promoting a sense of independence;
 - encouraging and supporting students to reach their full potential.
- Provide pastoral care to pupils
- To require a high standard of behaviour, encouraging students to develop relationships with others and to recognise and deal with their emotions;
- To establish, develop, monitor and maintain positive relationships with students.
- To administer First Aid, as appropriate
- To prepare a range of snacks and supervise children as they eat
- To uphold and promote the school values
- To be responsible for the safeguarding and wellbeing of children by following school policy relating to safeguarding, health and safety and behaviour management.
- To undertake any other relevant duties as deemed appropriate by the Headteacher