

JOB DESCRIPTION

Role Title	Department	Reports to
Wraparound Assistant	Associate Staff	Headteacher / Assistant Headteacher

PURPOSE

To plan and resource high-quality activities for after-school wraparound provision.
 To supervise children in after-school wraparound care, following the school's Behaviour Policy.
 To prepare and serve snacks and drinks for children attending wraparound care.

To carry out any other reasonable requests, at the discretion of the Headteacher, to meet the changing demands of the school.

DIMENSIONS

Direct Reports	Budget Responsibility
None	None

PRINCIPAL ACCOUNTABILITIES

To plan and resource high-quality activities for after-school wraparound provision, utilising the indoor and outdoor environments to good effect.

To supervise children in after-school wraparound care, following the school's Behaviour Policy and the intervention and escalation processes of the school.

To prepare and serve snacks and drinks for children attending wraparound care, maintaining high standards of food hygiene.

To set up and clear away resources in the indoor and outdoor environments for wraparound provision and the wider school, maintaining high standards of cleanliness and organisation.

To ensure the safety and general welfare of pupils in line with the relevant school policies and procedures.

To maintain an overview of the specific needs of individual children attending wraparound provision, including medical and dietary considerations.

To administer basic First Aid in response to incidents.

To complete any documentation required by the school in relation to incidents occurring during wraparound care e.g. medical and first aid incidents, behavioural concerns.

Security

Control access to the school in line with the school's safeguarding procedures.

Be alert to unknown individuals on the school premises and report any concerns in line with the school's procedures.

Health, safety and discipline

Recognise that health and safety is a responsibility of every employee.

Promote good order and discipline among pupils to ensure a positive and safe learning environment.

Comply with health and safety policies and any school-specific procedures to promote the safety and wellbeing of all members of the school community.

Professional development

Take part in the school's appraisal and performance management procedures, if appropriate.

Reflect on own performance to identify strengths and areas for development, taking part in further training in order to improve.

Seek out opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.

Demonstrate a generous approach to the sharing of knowledge and expertise to actively contribute to the professional development of other members of the school community.

Show commitment to the development and promotion of a learning community for all.

Working with colleagues and other relevant professionals

Develop effective professional relationships with colleagues, working collaboratively to secure the best possible outcomes for all members of the school community.

Personal and professional conduct

Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school.

Maintain high levels of confidentiality and act with integrity at all times.

Have proper and professional regard for the ethos, policies and practices of the school and adhere to these consistently.

Maintain high standards of attendance and punctuality.

Promote equality and treat everyone with fairness and dignity.

Adhere consistently to The Denbigh Alliance Code of Conduct for Staff.

Safeguarding and Child Protection

Actively promote and safeguard the welfare of ALL members of the school community.

Consistently follow the school policies on safeguarding and child protection.

Keep up to date with developments in safeguarding and child protection.

PERSON SPECIFICATION

E – Essential

D – Desirable

Qualifications	Food Hygiene Certificate, or a willingness to complete this (D) Food Handling Certificate, or a willingness to complete this (D) First Aid training, or a willingness to complete this (D) Relevant childcare qualification (D)
Experience	Experience of working in a school environment or other educational setting. (E) Experience of establishing positive expectations of pupil behaviour in schools. (E) Evidence of working independently, as well as collaborating within a team. (E)
Knowledge and skills	The ability to respond quickly and effectively to issues that arise and to work under pressure. (E) The ability to plan, organise and prioritise to meet deadlines. (E) The ability to use own initiative and take action accordingly. (E) Excellent attention to detail. (E) A sound understanding of data protection and confidentiality. (E) Knowledge and understanding of the importance of equal opportunities, multicultural education and inclusion. (E) Knowledge of legal requirements, national policy and guidance on the safeguarding of children. (E)
Particular aptitudes Personal skills	An alignment with the values of The Watling Way. (E) High expectations for all members of the school community and the tenacity to challenge this if appropriate. (E) A commitment to developing respectful, supportive and trusting relationships with all members of the school community to contribute to an overall positive working and learning environment. (E) An ability to maintain high levels of energy and enthusiasm towards your own role and the overall development of the school. (E)

	A willingness to take on additional responsibilities and gain valuable experience as the school grows. (D)
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Associate Staff Standards

We as Trust colleagues, make upholding the reputation and standards of the Trust our first concern, and are accountable for achieving the highest possible standards in our work and conduct. Our Job Descriptions define the behaviour and attitudes required. We act with honesty and integrity; have strong subject knowledge, keep our knowledge and skills up to date and are self-critical; forge positive professional relationships and work with parents/carers, visitors and outside agencies in the best interests of students.

Personal and Professional Conduct

A colleague is expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct for all employees;

We uphold public trust and maintain high standards of ethics and behaviour, within and outside school, by:

- Treating students, colleagues, visitors and parents/carers with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to our position;
- Having regard for the need to safeguard students’ well-being, in accordance with statutory provisions;
- Showing tolerance of and respect for the rights of others;
- Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
- Ensuring that personal beliefs are not expressed in ways which exploit students’ vulnerability or might lead them to break the law;
- Maintaining high standards of confidentiality and acting with integrity at all times.

I hereby confirm that I have received a copy of the above job description.

PRINT:

SIGNED:

DATE: