

Love one another, as I have loved you

Job description: Wrap Around Care Assistant

Main purpose:

Manage the day-to-day running of the extended Provision to ensure the safety and wellbeing of pupils in your care. This will involve leading a team of staff, preparing engaging activities and making sure all pupils and staff follow relevant policies and procedures.

Duties and responsibilities:

Planning and delivering activities

Plan and deliver age-appropriate activities and experiences to Support pupils' development

- > Brief other extended provision staff so they're aware of how the activities will run
- > Offer educational instruction where needed to help pupils to share equipment
- > Supervise pupils during activities and help to resolve issues between pupils
- > Monitor pupils that aren't engaging in play and feedback any concerns to class teachers
- > Manage stock of resources necessary to carry out planned activities

Health and safety:

- > Observe pupils and the environment and take action to minimise any identified health and safety risks
- > Record details of incidents in line with the school's reporting procedures
- > Feedback concerns relating to pupils' health and safety to a senior member of staff
- > Make sure all food is prepared in line with health and safety standards and that the dietary requirements of pupils are met
- > Co-ordinate regular maintenance of equipment and make sure the stock of equipment is maintained (e.g. first aid kits)
- > Co-ordinate and offer support with setting up and putting away all equipment safely
- > Make sure all policies are up to date and implemented consistently by all staff

Behaviour:

- > Report any incidents of serious misbehaviour to the relevant staff member, in line with the school's behaviour policy
- > Take necessary action to minimise disruption and harm to pupils, in line with the school's behaviour policy
- > Follow any directions from class teachers on supporting specific pupils with challenging behaviour
- > Support pupils with their independence and self-esteem when carrying out activities

Working with others

- > Manage and Support other extended provision staff, setting clear expectations for the requirements of their role
- > Co-ordinate staffing the provision, ensuring any absences are accounted for and covered as appropriate
- > Work with external agencies as appropriate
- > Encourage parental involvement and attendance to the club by Promoting it in external communications (e.g. newsletters) and events (e.g. open days)

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Safeguarding:

- > Keep accurate records of pupils attending the extended Provision, including medical/dietary needs and emergency contact details
- > Keep accurate attendance records and report non-attendance in line with school procedures
- > Be responsible for pupils until the school day starts / a parent/carer arrives for collection, making efforts to contact the parent/carer in the case of lateness
- > Look out for any unidentified visitors approaching the school and follow the school's procedures for approaching/reporting individuals

Other areas of responsibility:

- > Read and follow the relevant school Policies
- > Undertake training required to develop in the role - Food Hygiene Level 2