

THE PARTNERSHIP TRUST	
JOB DESCRIPTION & PERSON SPECIFICATION	
NAME:	
POST TITLE: Wraparound Care Assistant	GRADE: BANES GRADE 2 (SCP 4)
RESPONSIBLE TO: Wraparound Care Leader / Headteacher	
DATE:	

JOB PURPOSE

The primary purpose of this post is to assist in a range of activities after school, including art, craft, cookery and active play. The post holder will provide assistance to the Wraparound Care Leader.

MAIN DUTIES AND RESPONSIBILITIES

- To supervise children during activity and refreshment time, allocating duties as necessary and taking part as appropriate.
- To ensure that the environment where children are engaged in active play is safe and stimulating and that there are adequate and appropriate activities available for each session.
- To be promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage children to take responsibility for their own behaviour.
- Assist with the preparation, serving and clear up of refreshments, having due regard to health and safety in food preparation. To include awareness of the school's healthy school status and policy.
- To have knowledge of and comply with the school's policies and procedures that impact on the duties of the post holder. In particular to ensure that the school's Health and Safety Policy and Child Protection Procedures are adhered to.
- To liaise with the appropriate person if there are any concerns regarding health and safety.
- To ensure the storage of equipment, keeping it tidy and in good condition. At the end of a session ensure all equipment is cleared and locked away, leaving the building clean and tidy.

- To administer basic 1st Aid where appropriately trained and inform the parent and class teacher of any incident (and action taken). To include obtaining the parent's signature to confirm that they have seen the incident report where required.
- As part of each session, ensure children are supervised to and from the relevant area of the school passing on any necessary information to the class teacher.

OTHER

The postholder will be expected to undertake bending, stretching, and lifting in the course of their duties e.g. preparing the classroom, displaying pupils work, assist pupils during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

During occasional periods of supervision, there will be an expectation that the postholder will be exposed to heat and cold which on occasions, for example adverse weather conditions, may be higher than normal.

GENERAL

The Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As this postholder will be working in regulated activity, an Enhanced Disclosure and Barring Service (DBS) check will be required prior to commencement of employment. Individuals will be expected to provide details of their disclosure as soon as they receive it or if they are registered with the DBS Update Service to have given their permission for the Trust to access their online record.

The postholder will be expected to contribute to the protection of children as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager or Designated Safeguarding Lead.

The postholder will be required to promote, monitor and maintain health, safety and security in the work place to include ensuring that the requirements of the Health & Safety at Work Act and all other mandatory regulations are adhered to.

The postholder will be expected to undertake any appropriate training provided by the School or Multi Academy Trust to assist them in carrying out any of the above duties.

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out.

This job description may be reviewed from time to time and amended after discussion with the postholder. It does not form part of the written particulars of employment of the postholder.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications & Training		<ul style="list-style-type: none"> • First Aid training • Clean driving licence
Experience	<ul style="list-style-type: none"> • All applicants should also have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and will need to be able to show an interest in children's development and in a wide range of issues concerning their education and welfare. • An ability to relate well to both children and adults and to work constructively as part of a team. 	<ul style="list-style-type: none"> • Experience of working within an educational setting
Skills & Knowledge	<ul style="list-style-type: none"> • Ability to work as part of a team, understanding classroom roles and responsibilities and your own position within these. 	<ul style="list-style-type: none"> • Ability to self-evaluate development needs and actively seek learning opportunities • Knowledge of guidance and requirements around safeguarding children • Basic understanding of child development and learning
Personal Qualities	<ul style="list-style-type: none"> • Commitment to safeguarding pupils' wellbeing and equality • Resilient, positive, forward looking and enthusiastic about making a difference • Patience • Enjoyment of working with children • Sensitivity and understanding, to help build good relationships with pupils • A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school • Capacity to inspire, motivate and challenge pupils • Commitment to maintaining confidentiality at all times 	

