



WESTCOUNTRY SCHOOLS TRUST JOB DESCRIPTION



Job Title:	Wraparound Care Assistant
Location:	Across the Trust (based at Stowford School currently)
Grade:	Devon Grade B (SCP-4)
Hours:	11.25 hours per week 38 weeks per annum
Reports to:	Headteacher/Wraparound Care Supervisor
Responsible for:	N/A
Key Relationships:	Headteacher/Wraparound Care Supervisor/Colleagues

Job Purpose

The Wraparound Care Assistant supports the effective operation of the Trust and works to uphold and promote its vision and values.

To assist in providing a caring and secure environment for children from 3 -11 years old through individual and group activities.

To work as part of the school team to provide high quality care and education for our children. To act as a role model for others, setting high expectations for behaviour and learning.

Duties and Responsibilities

1. At all times demonstrate and uphold WeST's core values, ensuring that behaviour, actions and decisions align with the principles that guide our work.
2. The following duties shall be deemed to be included in the duties that you will be required to perform:
 - Provide safe and creative play opportunities
 - Contribute towards the personal care of the children
 - Prepare and provide breakfast/after school snacks ensuring that hygiene, health and safety standards are met
 - Set up and pack away equipment after each session (some lifting of resources will be required)
 - Ensure all toys used are in good condition and remove any that are broken or need to be repaired
 - Ensure equipment boxes are kept tidy and stocked up at all times
 - Clean the area/room/washrooms after use
 - Work as part of a team including contributing to activity planning, team discussions and meetings
 - Liaise with Designated Safeguarding Lead (DSL) as appropriate

General:

- Helping to promote pupils' good behaviour and discipline through positive interactions with the pupils

- Helping to promote the general progress and well-being of individual pupils and of any group of pupils assigned to you
- Making relevant records e.g. electronically or manually
- Communicating information effectively to Wraparound Care Supervisor, teachers, or other professionals whenever required appropriately to do so
- Communicating information effectively to parents/carers
- Working collaboratively with colleagues
- Communicating and co-operating with other agencies and professional bodies outside the school
- Participating in meetings arranged for any of the purposes described above
- Acquiring knowledge, understanding and competence in ICT
- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the school
- Appreciating and supporting the role of other professionals
- Administer medication to pupils as authorised or assigned
- Maintaining good order and discipline among the pupils and safeguarding their health and safety when they are authorised to be on the school premises.

3. Safeguarding: Stowford School is committed to safeguarding and promoting the welfare of children. All staff employed at our school must be dedicated to securing the safety and well-being of children.

Support the Trust:

- To act in accordance with, and actively promote, all Trust policies, including Safeguarding, Health and Safety and Equality & Diversity.
- To participate in Continuing Professional Development (CPD relevant to the role and to engage in Performance Development Reviews (PDRs).
- Preparing and contributing to Trust wide development by sharing best practice and delivering/receiving professional feedback.
- To retain confidentiality and maintain data and/or files in accordance with Trust policies for data governance, as appropriate for the role.

Signed:

Post Holder

Print Name: _____ *Date:* _____

This job description provides a general reflection of the main duties and responsibilities of the post at the date of production. You may be expected to take on other reasonable activities deemed to be within the character of the post to assist in efficient service delivery. The duties may change over time as requirements and circumstances evolve without changing the general character of the post or level of responsibility.

PERSON SPECIFICATION

E = Essential, D = Desirable

Method of Assessment The table indicates the possible method/s by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview (or other selection activity)
VALUES-LED CULTURE (The WeST Way) - It is important to us that your values align with ours:			
Collaboration:			
We are "Stronger Together, "sharing expertise across the trust to lift every school	E		X
Aspiration:			
We refuse to accept that geography or disadvantage dictates destiny	E		X
Integrity:			
We act ethically, transparently, and with financial propriety	E		X
Compassion:			
We recognise need and act with positive intention to support wellbeing	E		X
Respect:			
We value diversity, listen to our communities, and treat every individual with dignity	E		X
Qualifications:			
Good communication skills in order to effectively work with children and other members of staff, including sufficient command of the English language to ensure the welfare and safety of children	E	X	X
English and Maths GCSE or equivalent at C/Level 4 or above	D	X	
First Aid training	D	X	
Relevant qualifications including Food Hygiene Certificate	D	X	
Experience:			
Enjoy working with children.	E	X	X
Positive, flexible attitude and genuine care for children	E	X	X
Evidence of experience in taking responsibility for children	E	X	X
Evidence of involvement in a school setting/working with relevant age groups within a learning environment	D	X	X

Knowledge, Skills and Abilities:			
Basic knowledge and skills to provide a safe and creative play environment for children	E	X	X
Work well as part of a team as well as intuitively and flexibly as an individual	E	X	X
Possess an ability to build a strong rapport with children and parents	E	X	X
Behaviour Management: ability to encourage children to behave well and with respect for others in line with the school Behaviour Policy	E	X	X
Able to maintain any form of record keeping e.g. electronically or manually	E	X	X
Further Requirements:			
Calmness and patience with children	E	X	X
A commitment to helping children achieve through education and learning	E	X	X
To be responsible for promoting and safeguarding the welfare of children in school	E	X	X
Willing to undertake any training that may be required	E	X	X